



## Office of the Administrative Director – Financial Services Department

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Date: June 10, 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),  
July 1, 2015 through June 30, 2017**

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 during the period July 1, 2015 through June 30, 2017, subject to availability of funds. Draft service specifications are attached to this RFI for your review, or are 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 **July 15, 2014** to the program contact person specified within each 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 October 2014. (Note: The receipt of comments to this RFI will not be a pre-requisite to submit proposals for the subsequent RFP.) Contracts resulting from the RFP will be for the periods indicated in the service specifications.

The First Circuit, Juvenile Division will be conducting RFI meetings in Kapolei and Honolulu to hear comments and suggestions on the Juvenile Service Specifications and Domestic Violence (Oahu) Service Specifications only. The RFI meetings will be held at the following times and locations:

June 30, 2014            1:00 p.m. – 3:00 p.m.

Kapolei Judiciary Complex  
4675 Kapolei Parkway  
3<sup>rd</sup> Floor Multi-purpose Room  
Kapolei, Hawaii 96707-3272

Attendees need to check in at the 3rd floor bailiff station.

(State Procurement Office and Judiciary website: June 13, 2014)

RFI J15068

July 10, 2014

10:00 a.m. – 12:00 p.m.

Ka'ahumanu Hale  
777 Punchbowl Street  
3rd Floor Multi-purpose room  
Honolulu, Hawaii 96813

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.Otake@courts.hawaii.gov](mailto:Kelly.Y.Otake@courts.hawaii.gov).

Thank you.

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

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## SECTION TWO – SERVICE SPECIFICATIONS

### 2.0.1 Introduction

#### A. Background

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

The following provides the specifications for organizations wishing to provide services to the Judiciary for the period July 1, 2015 through June 30, 2019. Upon evaluation and acceptance of proposals, when practicable and upon mutual agreement, contracts may be negotiated on a statewide basis, making services available to children, youth, adults and families in all circuits. **The initial contract term will be for the period July 1, 2015 through June 30, 2017, and may be extended for the period July 1, 2017 through June 30, 2019.**

#### 1. Background - Juvenile Services:

The Family Courts in Hawaii believe that there is promise in all youth and families who are involved in our system. Beginning with the Juvenile Detention Alternative Initiative (JDAI) in 2009, juvenile justice reform efforts have been underway for several years in Hawaii, using current research and information on best practices for justice involved youth and their families. Holding youth accountable for their actions is important. In doing so, we must also increase community capacity to provide youth opportunities to heal, develop pro-social skills, and build on their strengths.

Research shows the unnecessary use of detention/incarceration to be harmful to youth. Through collaborative community effort there has been a reduction in the use of detention and incarceration for non-violent youth in Hawaii, without an increase in youth crime, demonstrating that community safety has not been compromised. Efforts to create meaningful alternatives to detention are ongoing and continue to be needed.

Most youth in our juvenile justice system are non-violent offenders who are best served in the community. Recent studies have found that youth who do not pose a public safety risk have better outcomes in nonresidential programs using evidence based practices, close to their own neighborhoods, and integrated into generally pro-social groups (U.S Attorney General. National Task Force on Children Exposed to Violence: Rethinking Our Juvenile Justice System, December 2012). By connecting justice involved youth with their communities, while holding them accountable for their behavior, we hope to divert them from deeper involvement in the justice system, and thereby promote better long-term life outcomes. Youth involved in the deeper end of the justice system tend to have poorer outcomes.

The federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) reports a meta-analysis of community-based programs found that effective programs: 1) concentrate on changing behavior and improving prosocial skills, 2) focus on problem solving with both juveniles and their families, 3) have multiple modes of intervention, and 4) are highly structured and intensive.

We know and understand that exposure to violence and trauma is pervasive in the population we serve. Compelling research conducted in the past twenty years informs us that trauma is more prevalent than previously known, and that complex and multiple exposure to traumatic events is closely linked to detrimental medical, psychological, and social outcomes. Research on brain development now reveals that the human brain is not fully developed until a person is in their mid twenties, and that exposure to childhood traumatic violence can delay and derail brain development. Fortunately youth are resilient and evidence based effective treatments and approaches have been developed. People heal and transformation occurs. In order for this to happen, environments conducive to healing, and people committed to being part of the healing process are needed. The courts cannot do this alone and need the support of our community.

The Judiciary is seeking qualified community providers to be part of our reform efforts, by creating places of healing for youth and families, through a continuum of care, using evidence based practices.

Consideration will be given to proposals that reflect an alignment with:

- **JDAI:** Juvenile Detention Alternatives Initiative (JDAI): provides the framework for Hawaii's juvenile justice reform effort. JDAI is driven by a vision that seeks to change the odds for court-involved youth, and increases their chances of growing out of their delinquent behavior and leading productive lives. If juvenile justice reform can improve the life chances of court-involved youth, then we all benefit. Public safety will be

improved, families will remain intact, and fewer tax payer dollars will be spent on secure confinement and corrections. For more information on JDAI go to [jdaihelpdesk.org](http://jdaihelpdesk.org)

- **Family Strengthening Youth Development:** Family involvement in juvenile justice is a central principle of Hawaii’s juvenile justice system reform. Research shows that family strengthening programs can curb crime and delinquency, and that family-focused approaches have demonstrated outcomes that are positive and enduring. The family strengthening youth development framework presents an evolution of positive youth development approaches that recognizes the importance of grounding work with youth within the context of family and community. Its basic premises include; the family plays a critical role in youth development and various community resources are needed to assist the family as it endeavors to provide supports and opportunities for its young people. Proposals need to include strategies to outreach, engage, and involve parents/caregivers.
- **Trauma Informed Care:** The Substance Abuse and Mental Health Services Administration (SAMHSA) defines a trauma informed organization as: A program, organization, or system that is trauma-informed realizes the widespread impact of trauma and understands potential paths for healing; recognizes the signs and symptoms of trauma in staff, clients, and others involved with the system; and responds by fully integrating knowledge about trauma into policies, procedures, practices, and settings.
- **Prison Rape Elimination Act (PREA):** The PREA prohibits sexual violence and abuse in all custodial correctional facilities operated by Federal, State or local governments and their contracted providers of residential services. It also established a set of standards to prevent, reduce, and sanction sexual violence in a custodial and/or residential setting. All organizations providing residential services to court involved youth must demonstrate a commitment to be compliant with the PREA Juvenile Facility Standards. The standards are available at: <https://www.bja.gov/Programs/PREA-JuvenileFacilityStandards.pdf>
- **Motivational Interviewing (MI):** Prospective youth serving agencies should be familiar with and practice MI skills in their interaction with youth. MI is a collaborative, goal-oriented method of communication that pays attention to the language of change. It is designed to strengthen personal motivation and commitment to a specific goal by eliciting and exploring one’s reasons for change within an environment of acceptance and compassion (Miller and Rolnick, 2012). Enhancing behavioral change through MI is vital to our juvenile justice reform efforts. It is recognized as an evidence based practice by the National Institute of

Corrections and SAMHSA. MI is recognized for its ability to lessen resistance, increase offender motivation, and promote positive behavioral change.

- **Lesbian, Gay, Bisexual, Transgender, or Questioning (LGBTQ)**  
**Support:** Providers must demonstrate an understanding of the factors contributing to the disproportionate numbers of LGBTQ youth in the system and adopt policies to improve the quality of care provided to these youth. Like all young people, they have the right to be safe and protected. Environments of care must be safe, accepting, and affirming for all youth
- **Cultural and Linguistic Competency:** The extent to which services and treatments are culturally sensitive may determine a youth and family's acceptance or rejection of those services. Culturally sensitive services need to be individually tailored with voice and input from the youth and family. Service providers must be conscious of the dynamics involved when cultures interact and must have strategies to effectively communicate with a diverse client population.
- **Gender Responsive Services:** Prospective providers should demonstrate an understanding of gender responsive principles as it applies to youth they propose to serve. In Hawaii and nationally, there is a growing number of justice involved girls. Proposals should include a description of gender responsive considerations for services that will be provided.

## **B. Purpose or Need**

The Judiciary purchases services in compliance with statutory mandates and orders from the courts. The greater public purpose in 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 involved the issuance of Requests for Information (RFI). Tentative specifications and funding allocations were included with the RFIs, and comments and inputs on aspects of the specifications, such as objectives, target group(s), services and costs, were welcomed. Meetings and discussions were also offered. The views of service recipients and community organizations were considered on conditions affecting the achievement of mandated goals.

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

## 2.0.2 Description and Location of Services

Service Specification Number	Service Specification Code	Description of Service	1 <sup>st</sup> Circuit (Oahu)	2 <sup>nd</sup> Circuit (Maui, Molokai, Lanai)	3 <sup>rd</sup> Circuit (Hawaii)	5 <sup>th</sup> Circuit (Kauai)
		<b>Adult Client Services</b>				
2.1	ACSA	Adult Substance Abuse Treatment Services	X	X	X	X
2.2	ACSO	Sex Offender Assessment/Treatment	X	X	X	X
2.3	ACSDV	Domestic Violence Intervention Services	X			
		<b>Juvenile Client and Family Services</b>				
2.4	JCFDVI	Domestic Violence Intervention Services		X	X	X
2.5	JCFRS	Residential Services	X	X	X	X
2.6	JCFSO	Sex Offender Treatment Services	X	X	X	X
2.7	JCFSS	Shelter Services	X	X	X	X
2.8	JC1MED	Medical Services	X			
2.9	JC125SA	Substance Abuse Treatment Services	X	X		X
2.10	JC15IC	In-Community Services	X			X
2.11	JC2IC	In-Community Services		X		
2.12	JC35TC	In-Community Services (Teen Court)			X	X
2.13	GC1IC	In-Community Services (Girls Court)	X			
2.14	JC1ICPS	In-Community Services (Pro social activity)	X			
2.15	JC15ICRC	In-Community Services (Reporting Center)	X			
		<b>Drug Courts</b>				
2.16	DR135	(For Drug Court service 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 & Family Services sections)	X		X (Adults only)	X
2.17	DR2FCDC	Family Court Drug Court		X		
2.18	DR2MDC	Maui Drug Court		X		
2.19	DR3JRS	Big Island Drug Court, Juvenile Residential Services			X	
2.20	DR3JSA	Big Island Drug Court, Juvenile Substance Abuse Treatment Services			X	
2.21	DR3JSS	Big Island Drug Court, Juvenile Shelter Services			X	
		<b>Administrative Director Services</b>				
2.22	ADCJC	Treatment Services for Child Victims of Intra familial Sexual Abuse	X		X	
2.23	ADRMS	Mediation and Related Dispute Resolution Svcs	X	X	X	X

## **ADULT CLIENT SERVICES**

### **2.1 SVC SPEC TITLE: Adult Client Services ACSA – Adult Substance Abuse Treatment Services**

#### **2.1.1 Introduction**

##### **A & B. – (SEE SECTION 2.0.1)**

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

The goals of the requested service are: (1) To provide a comprehensive evidence-based, offender-oriented, continuum of substance abuse treatment services to adults with alcohol/and other drug problems, who are ordered or directed by the court to obtain treatment; and, (2) the goal of treatment will be to assist adult offenders, abusing or addicted to alcohol and/or other drugs with the acquisition and demonstration of effective strategies, skills and knowledge which will result in long-term abstinence and a reduction of their re-offending behaviors. The continuum includes Substance Abuse Assessment; Substance Abuse Education; Pre-Treatment/Motivational Enhancement Services; Outpatient, Intensive Outpatient, Day and Residential Treatment and Therapeutic Living Program treatment modalities.

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

The target population includes adult offenders and other adults referred to the Judiciary, age 18 or older, male and female, supervised by the Adult Client Services Branches in all circuits of the Judiciary and/or under the auspices of the Judiciary's drug and other specialty court programs. The target population will include, but shall not be limited to pregnant/parenting women with alcohol and/or other drug related problems and offenders with co-occurring disorders.

##### **E. Geographic coverage of service**

Service areas include the following:

First Circuit	Island of Oahu
Second Circuit	Islands of Maui, Lanai and Molokai
Third Circuit	Island of Hawaii
Fifth Circuit	Island of Kauai

The applicant shall demonstrate actual capacity to provide the required services in the service areas for which it is applying.

Applicants may propose to service clients in one or more geographic areas. Applicants need not submit separate proposals for each circuit/island. If an Applicant proposes to service clients from one or more circuit/island, the Applicant's proposal shall indicate the specific services and capacity or capability it is proposing for each

circuit and/or island.

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

Probable funding amounts are not being stated at this time. Applicants shall propose funding amounts based on their best estimates for the cost of providing the services as described in the proposal.

Funding sources:      State General Funds  
                                 Federal Grants  
                                 State Special Funds

Period of availability: The Judiciary intends to award multi-term contracts. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, subject to the appropriation and availability of funds, the fiscal soundness of the Applicant, and the Applicant's history with contract service performance. All State funds are contingent on appropriation, and all Federal funds are contingent on the awarding of grant applications. Funds are available for only the initial term of the contract which is for two (2) years.

**A.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.
  - a. Residential programs must meet the requirements of the State of Hawaii, Department of Health's (DOH) Administrative Rules: Title 11, Chapter 98, pertaining to Special Treatment Facility. Programs must have a Special Treatment Facility license at the time of application and abide by applicable administrative rules governing accreditation of substance abuse treatment programs.
  - b. Therapeutic Living programs must meet the requirements of the State of Hawaii, DOH's Administrative Rules: Title 11, Chapter 98, pertaining to Special Treatment Facility as it pertains to Therapeutic Living. Programs must have an appropriate license to operate from the DOH, Office of Health Care Assurance (OHCA).
  - c. All applicants shall comply with the State of Hawaii, DOH's Administrative Rules: Title 11, Chapter 175, pertaining to Mental Health and Substance Abuse Systems.

- d. The proposed services must meet all required state licensing or certification standards, provide assurances for fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverage and identification as applicable.
2. For this service specification, please submit six (6) sets (original plus 5 copies) of your completed proposal to the Financial Services Division.
  3. 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.
  4. The Applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchase 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, Proposal Application Checklist, for the website address).
  5. The Applicant shall have an accounting system in compliance with generally acceptable accounting principles.

**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                       Not allowed

**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 proposals.

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

(Refer to §3-149-302, HAR)

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

A multi-term contract will be awarded if such awards are deemed to be in the best interests of the Judiciary. The initial term of the contract shall be for two (2) years.

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 the satisfactory performance of services by the provider. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g. July 1, 2015 to June 30, 2019. If it is determined that a multi-term contract is not in the best interest of the Judiciary, 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 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.

For technical questions related to the Request for Proposals process, please call the following individual:

Judiciary Contracts and Purchasing Office  
Kelly Kimura at (808) 538-5805 Fax: (808) 538-5802  
Email: [Kelly.Y.Otake@courts.hawaii.gov](mailto:Kelly.Y.Otake@courts.hawaii.gov)

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

Oahu Adult Client Services, First Circuit  
Jean Oshiro at (808) 539-4510 Fax: (808) 539-4559  
[Jean.T.Oshiro@courts.hawaii.gov](mailto:Jean.T.Oshiro@courts.hawaii.gov)

Maui: Client Services Division, Second Circuit  
David Ortiz at (808) 244-2792 Fax: (808) 244-2870  
[David.K.Ortiz@courts.hawaii.gov](mailto:David.K.Ortiz@courts.hawaii.gov)

Hawaii: Drug Court, Third Circuit  
Grayson Hashida at (808) 443-2201 Fax: (808) 443-2222  
[Grayson.K.Hashida@courts.hawaii.gov](mailto:Grayson.K.Hashida@courts.hawaii.gov)

Kauai: Drug Court, Fifth Circuit  
Joseph Savino at (808) 482-2362 Fax: (808) 482-2544  
[Joseph.A.Savino@courts.hawaii.gov](mailto:Joseph.A.Savino@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. Applicants will provide a comprehensive continuum of evidence-based offender-oriented treatment services to include Substance Abuse Assessments; Substance Abuse Education; Pre-Treatment/Motivational Enhancement Services; Outpatient, Intensive Outpatient, Day and Residential Treatment; Continuing/Aftercare and Therapeutic Living Program treatment modalities, to adults with alcohol and/or other drug related problems who are ordered or directed by the court to obtain such services. Applicants may propose the whole continuum or any part of the continuum.
  - a. Substance Abuse Assessments – Substance abuse assessments shall be completed or reviewed/approved by certified substance abuse counselors, program administrators certified pursuant to Section 321-193 (10), Hawaii Revised Statutes; or individuals who hold an advanced degree in a behavioral health science. Assessments shall be completed to determine the need for substance abuse treatment and provide a recommended level of service. Assessments will take into consideration client history of substance use; bio-medical conditions and complications; emotional, behavioral or cognitive conditions and complications; readiness to change; relapse, continued use or continued problem potential and recovery/living environment. If the client is incarcerated at the time of application, the Applicant shall conduct the assessment in the institution, i.e., the state Community Correctional Center or Federal Detention Center. The Applicant must use a standardized substance abuse assessment application form as approved by the Judiciary. Assessments shall apply Diagnostic and Statistical Manual and the American Society of Addiction Medicine Patient Placement Criteria.
  - b. Assessments for First-Time Drug Offender (Act 44/2004 Legislature or HRS 706-622.5) – Substance abuse assessments by certified substance abuse counselors shall be completed to determine the need for substance abuse treatment and shall provide a recommendation for services/treatment. The Diagnostic and Statistical Manual, Addiction Severity Index and the American Society of Addiction Medicine Patient Placement Criteria shall be applied to the assessment. These assessments shall be used for sentencing. If the client is incarcerated at the time of the referral, the Applicant shall conduct the assessment in the institution, i.e., the state Community Correctional Center or Federal Detention Center.
  - c. Substance Abuse Education – Substance Abuse Education shall provide clients with information pertaining to the pharmacology of substance abuse, lifestyle consequences, emotions management, coping skills and problem-solving training using cognitive behavioral techniques, treatment process, relapse prevention and abstinence maintenance training.

d. Pre-treatment/Motivational Enhancement Services – Pre-Treatment or Motivational Enhancement Services shall provide curriculum-based activities; cognitive-behavioral strategies to challenge thoughts, attitudes and beliefs; motivational interviewing techniques; goal setting; skill development; and establishing commitment to change behavior.

e. Outpatient Treatment – An Outpatient Treatment Program shall provide non-residential comprehensive specialized services on a scheduled basis for clients with substance abuse problems. Professionally directed evaluation, treatment, case management and recovery services shall be provided to clients with less problematic substance abuse related behavior than would be found in a Residential or Day treatment program.

An Outpatient Program shall provide between one (1) and eight (8) hours per client per week of face to face treatment with a minimum of one (1) individual counseling session per month.

f. Intensive Outpatient Treatment – An Intensive Outpatient Program shall provide a minimum of nine (9) hours per week of skilled treatment services. Such treatment usually operates for at least three (3) or more hours per day for three (3) or more days per week. Services may include individual and group counseling, medication management, family therapy, educational groups, occupational and recreational therapy, and other therapies. Professionally directed evaluation, treatment, case management and recovery services shall be provided.

Intensive Outpatient Programs shall provide a minimum of nine (9) hours and up to a maximum of nineteen (19) hours per client per week of face to face treatment, with a minimum of one (1) individual counseling session per client per week.

g. Day Treatment – A Day Treatment Program shall provide treatment activities offered in half-day or full-day increments, regularly scheduled for multiple sessions throughout the week. It includes a planned regimen of comprehensive outpatient treatment including professionally directed evaluation, treatment, case management, and other ancillary and special services. This level of care provides the offender with the opportunity to participate in a structured therapeutic program while being able to remain in the community.

Day Treatment shall provide a minimum of twenty (20) hours per week of face-to-face treatment and activities with a minimum of one (1) individual counseling session per week. The other nineteen (19)

hours of face-to-face activities shall include, but not limited to group counseling, education, skill building, recreational therapy and family services.

- h. Residential Treatment – A Residential Treatment Program shall provide 24 hour per day non-medical, non acute care in a residential treatment facility that provides a planned regimen of professionally directed evaluation, treatment, case management, and other ancillary and special services. Observation, monitoring and treatment are available 24 hours a day, seven (7) days a week, with minimum of one (1) individual counseling session per week with each client.
- i. Continuing Care or After-Care – Continuing Care or After-Care is an organized service that shall provide treatment reinforcement services to the client who has completed treatment. Relapse prevention and recidivism prevention shall be focused on.
- j. Therapeutic Living – A Therapeutic Living Program shall provide structured residential living to individuals who are without appropriate living alternatives and who are currently receiving substance abuse treatment in a Day, Intensive Outpatient, or Outpatient treatment program, or who have been clinically discharged from residential treatment. Therapeutic Living Programs shall provide fifteen (15) hours per week of face to face therapeutic rehabilitative activities. Activities can include, but are not limited to, needs assessment, service planning, individual and group skill building and practice, referral and linkage, case management, client support and advocacy, monitoring and follow up.

The primary focus of this program is to provide the necessary support and encouragement to enable the client to complete treatment outside of a residential program, to adjust to a chemically abstinent lifestyle and to manage activities of daily living so that the individual can move towards independent housing and life management.

- 2. Proposals shall delineate the following:
  - a. Identification of target group(s) to be serviced by the Applicant, including any applicable admissions eligibility or exclusionary criteria.
  - b. Identification and brief description of the distinguishing highlights for the evidence-based treatment model(s) to be used.
  - c. Justification for the selection of the evidence-based treatment model(s).
  - d. For Residential and Day treatment programs, the nature and amount

- of time the client will be involved in structured activities per week.
- e. (1) Identification of assessment instrument(s) to be used; (2) the purpose of the instruments; and (3) how the instruments will be implemented.
  - f. Identification of training(s) to be provided to staff; the frequency of the training(s); and, supervisory oversight for quality assurance.
  - g. Identification, description and references for the curriculum to be used.
  - h. Identification of the program targets for change.
  - i. Identification of the program's completion criteria for the clinical discharge of the client.
  - j. Identification of the program's termination or discharge criteria.
  - k. Description and length of Continuing/Aftercare services.
  - l. Identification and description of a quality assurance program that involves client care and the delivery of services, the personnel who will implement the evaluation and review, and the procedures for corrective actions for problems identified.

(For those proposing to provide more than one modality of care, please describe how responses to the above listed items will differ, as applicable, across the continuum.)

3. Clients in any level of treatment shall meet the most current version of the American Society for Addiction Medicine Patient Placement Criteria (ASAM-PPC-2R) for admission, continuance and discharge and documentation shall be included in each client's clinical chart.
4. The Applicant shall have the capability and capacity to conduct alcohol and drug testing.

The Applicant shall provide their written policies and procedures for such testing and shall describe the frequency and application of testing in treatment. Random and observed collection are required. The Applicant shall insure that chain of custody and confidentiality issues are addressed appropriately.

The Applicant shall identify instrumentation being utilized to conduct such testing and shall have the ability to do laboratory confirmation testing utilizing Gas Chromatography Mass Spectrometry or Liquid Chroma-tography Tandem Mass Spectrometry. Laboratories conducting such confirmation testing shall be Substance Abuse and Mental Health Services Administration and/or possess College of Addiction Pathologists – Forensic Urine Drug Testing

certified. Confirmation testing at Limit of Quantitation levels is preferred.

Positive drug test results shall be reported immediately to the supervising agency/probation officer.

A summary of drug test results will be included in the required weekly and monthly reports for each client to drug and specialty courts.

5. Applicants shall provide written weekly progress reports for all drug or speciality court clients and/or as required by the coordinators of the respective courts. Written admission, monthly and discharge reports shall be provided to supervising probation officers. Written discharge reports shall be provided no more than ten (10) working days after a client's discharge or earlier upon request of the supervising officer, for court hearing purposes. Discharge reports shall include the dates of admission, treatment and termination; reasons for termination with explanation; discharge plans and recommendations (including recommendations for handling of client target behaviors, relapse prevention plans, possible sanctions, etc), when applicable. Applicants shall attach sample copies of report formats to be used for these purposes.
6. Programs shall notify the supervising officer or program of any prospective major change in a client's status (i.e. potential discharge or level of care change) occurring before the scheduled reporting cycle. Program staff will participate in team meetings with the Judiciary when it is determined to be in the best interest of the client's treatment and adjustment.
7. Applicants who provide Outpatient, Intensive Outpatient, Day and Residential treatment modalities shall develop and implement appropriate transition plans for each client prior to discharge. The plan shall address transition and recover issues and relapse prevention, and shall be forwarded to the supervising officer.
8. Applicants shall provide treatment transition assistance to the client in the event that treatment funding is terminated, i.e. referral to another program, referral back to the supervising officer, etc.

**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 targeted population(s). Applicants shall describe the minimum qualifications for Program Director(s). The Program Director is defined as the person responsible for the overall management of the treatment program(s). The proposal shall

include educational backgrounds and experience of any current program director(s).

At a minimum, Applicants shall ensure that clinical supervision over program activities is provided by certified substance abuse counselors (CSAC) or program administrators certified pursuant to Section 321-193 (10), Hawaii Revised Statutes; or hold an advanced degree in a behavioral health science, with at least one year experience working in the field of substance abuse addiction.

However, non-CSAC or non-master's level providers may be utilized as long as they are directly supervised by a CSAC or Master's level counselor, and are working toward certification.

Applicants shall describe its program for increasing clinical staff competencies in the acquisition of evidence-based, offender-oriented treatment. At a minimum, applicants shall demonstrate how direct care staff will be assisted in understanding and applying the risk-need-responsivity principles in their treatment of offenders, as well as the stages of change, motivating the client toward change and behavioral treatment.

- b. Therapeutic Living Programs shall be provided by staff knowledgeable in substance abuse problems and experience in case management activities.
- 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **[www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and [www.nsopr.gov](http://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. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders). The applicant shall also provide the results of the background checks to the Judiciary contract

contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- d. The Applicant shall submit an agency organizational chart which includes and identifies all programs that the agency /Applicant oversees/administers, inclusive of subcontractors and consultants.
- e. The Applicant shall have on the premises at least one person currently certified in First Aid and Cardiopulmonary Resuscitation (CPR).
- f. The Applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray.
- g. The staff and volunteers, if used by the Applicant shall be under the supervision of the Program Director or his/her designee(s) and shall accordingly be trained in client confidentiality issues, ethics and program quality assurance requirements.

## **2. Administrative**

- a. The Applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, group size, program content and methods of service delivery.
- b. Court testimony by an Applicant representative shall be provided as needed.

## **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.
- c. Applicants shall agree, contract, to be willing to undergo a program assessment and/or audit designed to assess applicant's implementation of effective practices in working with offenders with substance use

problems. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.

- d. Applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two years.

#### **4. Output and performance/outcome measures**

- a. Output: The Applicant shall record unduplicated clients served. The unduplicated count shall be recorded in the Applicants quarterly reports and aggregated Year-End Report.
- b. Outcome: The Applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any which may be developed and utilized by the Judiciary.

#### **5. Experience**

- a. The Applicant must have demonstrated competence or qualifications to perform the required services.
- b. The Applicant must have a minimum of one (1) year experience in the provision of substance abuse treatment services, or in the provision of Therapeutic Living Program services for substance abuse clients. In the absence of such experience, the Applicant shall provide supporting evidence why the one (1) year requirement should be waived.
- c. The Applicant shall have a minimum of one (1) year experience in the provision of services to offenders. In the absence of such experience, the applicant will provide supporting evidence why the one (1) year requirement should be waived.

#### **6. Coordination of Service**

- a. Programs shall describe their ability to collaborate with other appropriate services, including, but not limited to, health, mental health, social, educational, vocational rehabilitation and employment services.
- b. Programs intending to provide only part of the continuum shall also have and document appropriate linkages to other services in the continuum.

#### **7. 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 of funds. Quarterly reports are due 30 days after the end of the quarter. Year end 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 reporting 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 shall include documentation of the Applicant's overall effort towards meeting the program goals and objectives, to include information on the outcome(s) of quality improvement activities engaged in. Furthermore, the Applicant shall furnish any additional reports or information that the Judiciary may from time to time require or request.
- d. Pursuant to HRS 601-21, the applicant shall comply with the requirements of the statewide substance abuse treatment monitoring program established under HRS 321-192.5. The Judiciary additionally requires that all programs which provide substance abuse treatment services, whether accredited or not accredited by ADAD, participate in the statewide data collection activities under the purview of ADAD.

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

Negotiated unit of service or fixed price.

(If a proposal is submitted for fixed price, the Applicant shall also submit unit of service rates for each service activity.)

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

Proposals shall include, as applicable, average expected lengths of stays

proposed for each level of care; group sizes and frequency of services (i.e. number of sessions per week), as applicable; and provide fees for units of services as follows:

- a. Substance abuse assessments/Per Assessment
- b. Assessments for First-Time Drug Offenders/Per Assessment [A separate rate may be charged for assessments conducted on detained clients. If a separate rate is not listed, it will be assumed that the proposed fee applies to both in-community and in-facility offenders.]
- c. Substance Abuse Education/Per Hour/Per Individual
- d. Pre-Treatment -Motivational Enhancement/Per Hour/Per Individual
- e. Outpatient Treatment/Per Hour/Per Individual
- f. Intensive Outpatient Treatment/Per Hour/Per Individual
- g. Day Treatment/Per Hour/Per Individual
- h. Individual and Family Counseling for Non-Residential Programs/Per Hour/Per Individual/Per Family
- i. Residential/Per Bed Day/Per Individual  
(To include allowances for individual and family counseling, as applicable)
- j. Continuing/After-Care/Per Hour/Per Individual
- k. Therapeutic Living/Per Bed Day/Per Individual

Initial screening and assessments for program acceptance shall be an imbedded cost. The rate shall cover one hundred percent (100 %) of treatment and housing (as applicable) costs for the client and shall also include provision of all workbooks and curricula material necessary to administer treatment services. Applicants may cite unit rates by the half or quarter hour as applicable.

#### **10. Methods of compensation and payment**

- a. The Applicant shall provide monthly invoices. Information to be included shall be client's name, date of admission, date of discharge, reason for discharge, level of service provided and number of units provided with corresponding dates and service unit fee billed

- b. The Applicant shall maximize reimbursements of benefits for all levels of care through Hawaii Quest and Quest Net, the client's private insurance, the Department of Human Services or any other sources of payment made known to the Applicant by the client for treatment, housing or subsistence. Payments to the Applicant shall be reduced by received third party payments.

#### **2.1.4 Facilities**

- A. Applicants shall provide a description of its facilities and its conduciveness to the treatment being provided.
- B. Applicants proposing to provide Residential Treatment and Therapeutic Living Program services shall describe and include in the proposals the following:
  - 1. How security and client accountability will be achieved.
  - 2. A site map of the facility designating all program locations, the location of each dwelling for Residential and/or Therapeutic Living Program, and the gender for each dwelling.
  - 3. A floor plan for each dwelling laying out each bedroom for clients and resident counselor(s), kitchen, dining area, living area, bathrooms and laundry area; the number of client beds per room; the number of resident counselor bed(s) per room; and the maximum capacity for each dwelling.
  - 4. The number of licensed beds for Residential and/or Therapeutic Living Program services by the Office of Health Care Assurance (OCHA), Department of Health, State of Hawaii.

**2.2 SVC SPEC TITLE: Adult Client Services  
ACSO - Assessment and Treatment of Adult Sex Offenders**

**2.2.1 Introduction**

**A & B.- (SEE SECTION 2.0.1)**

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

Sex offender specific treatment services are needed to provide the Judiciary and the community with a comprehensive approach in dealing with adults who are sentenced or directed by the court to obtain sex offender treatment services.

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

Adults (male/female) referred for presentence assessment evaluations and convicted offenders who as a condition of court supervision require sex offender treatment.

**E. Geographic coverage of service**

Service areas include the following:

First Circuit -- Island of Oahu

Second Circuit -- Islands of Maui, Lanai, and Molokai

Third Circuit -- Island of Hawaii

Fifth Circuit -- Island of Kauai

Separate proposals shall be submitted for each circuit.

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

Probable funding amounts:

FY 2016

FY 2017

FY 2018

FY 2019

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 these specifications.

Funding source: State general funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, 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 2 years.

## **2.2.2 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 its competence or qualifications to perform the required services. The assessor and primary treatment therapist must hold a master's or doctoral degree in one of the disciplines related to human services, such as psychology, social work, nursing, counseling, and psychiatry and meet the academic training and work experience described in the Sex Offender Management Team (SOMT) qualifications guidelines.
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 5, ProposalApplication Checklist, for the website address).

### **B. Secondary purchaser participation** (Refer to §3-143-608, HAR)

After-the-fact secondary purchases are 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

Each circuit will award its own contract(s). For Hawaii only: A single contract for treatment services for both sides of the island, and a separate but single contract for psychosexual assessment as part of a presentence investigation.

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

(Refer to §3-149-302, 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 two (2) years. 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. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019. 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 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 Contracts & Purchasing Office  
Kelly Kimura at (808) 538-5805      fax: 538-5802  
[Kelly.Y.Otake@courts.hawaii.gov](mailto:Kelly.Y.Otake@courts.hawaii.gov)

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

Oahu: Administrative Services Division, First Circuit  
Liesje Cattaneo at (808) 539-4535 fax: 539-4559  
[Liesje.F.Cattaneo@courts.hawaii.gov](mailto:Liesje.F.Cattaneo@courts.hawaii.gov)

Maui: Special Services Branch, Second Circuit  
Kawika Ortiz at (808) 244-2792 fax: 244-2870  
[david.k.ortiz@courts.hawaii.gov](mailto:david.k.ortiz@courts.hawaii.gov)

Hawaii: Adult Client Services, Third Circuit  
Aolani Mills, 808-322-8726  
Program Specialist  
[aolani.m.mills@courts.hawaii.gov](mailto:aolani.m.mills@courts.hawaii.gov)

Adult Client Services, Third Circuit  
Christine Kefford, (808) 961-7624 fax: 961-7676  
Probation Administrator  
[christine.m.kefford@courts.hawaii.gov](mailto:christine.m.kefford@courts.hawaii.gov)

Kauai: Adult Client Services, Fifth Circuit  
Kimberly Foster at (808) 482-2400 fax: 482-2652  
[Kimberly.K.Foster@courts.hawaii.gov](mailto:Kimberly.K.Foster@courts.hawaii.gov)

### 2.2.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

1. The applicant shall provide assessment services that follow the guidelines set forth by 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.
2. The applicant shall provide sex offender treatment that follows the guidelines set forth by the SOMT. The treatment curriculum will combine Relapse Prevention, Behavior Modification, and Psychological components to sex offenders in groups consisting of no more than twelve. The goal of treatment is to increase the sex offenders' coping skills to

manage their impulses to sexually assault.

3. New guidelines for the assessment and treatment of sex offenders may be developed by SOMT during the course of the contract and will be implemented upon negotiation to the satisfaction of both the contracting agency and the applicant.
4. Applicants shall incorporate evidence-based practices in sex offender treatment services by utilizing validated risk assessment instruments and effective interventions that target risk factors, criminogenic needs, and responsivity, such as motivational interviewing, cognitive behavioral therapy, and skill training with directed practice.
5. Applicants must be willing to undergo a program assessment and/or audit and develop an action plan to address corrective actions to improve identified areas.

The nature and scope of the services to be provided shall be performed in accordance with established clinical principles, clinical practices, and clinical ethics.

## **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 describe its program for increasing clinical staff competencies in sex offense specific treatment and the acquisition of evidence-based, offender-oriented treatment. At a minimum, applicants shall demonstrate how direct care staff will be assisted in understanding and applying the risk-need-responsivity principles in their treatment of offenders, as well as the stages of change, motivating the client toward change and behavioral treatment.

- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **[www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and [www.nsopr.gov](http://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. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders). The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. Applicants shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest x-ray.
- e. 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.

## **2. Administrative**

- a. 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.
- b. Court testimony by an Applicant representative shall be provided as needed.

## **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.
- c. Applicants shall agree, by contract, to be willing to undergo a program assessment and/or audit designed to assess Applicant's implementations of effective practices in working with offenders. Based on the assessment/audit report, the Applicant will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.
- d. Contract compliance may be monitored by conducting site visits and reviews without prior notice.
- e. Applicants shall provide all program monitoring assessments and/or evaluation reports completed within the last two years.

#### **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, to include information on the outcome(s) of quality improvement activities in which the program is engaged. 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**

Pricing methodology shall be negotiated unit of service; for Second and Fifth Circuits, negotiated unit of service or fixed price. If a proposal is submitted for fixed price, the applicant shall also submit unit of service rates for each service activity.

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

**Estimated units of service (per year)**

	Oahu	Maui	Hawaii	Kauai
Sex offender treatment	70	25	20	7
Psychosexual evaluations	55	8	20	3

**2.2.4 Facilities**

- A. Applicants shall provide a description of its facilities and its conduciveness to the treatment being provided.
- B. Facilities shall comply with all federal, state, and county laws, ordinances, codes, rules and regulations.

## **JUVENILE CLIENT AND FAMILY SERVICES**

### **2.3 SVC SPEC TITLE: Adult Client Services ACSDV - Domestic Violence Intervention Services**

#### **2.3.1 Introduction**

##### **A & B. - (SEE SECTION 2.0.1)**

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

Domestic violence intervention services are requested that will provide evidence based or evidence informed practices, cognitive behavioral intervention services for adjudicated adult and juvenile offenders, services to children who are experiencing domestic violence in their families, and supportive services to victims and children of domestic violence. The overarching goals are for services to enhance victim, child, and community safety, while holding offenders accountable for their battering behavior and reducing recidivism. Services should include but not be limited to providing offenders with the knowledge and skills needed to prevent further battering, and to offer alternative cognitive-behavioral skills training that will strengthen their ability to make different behavioral choices and take responsibility for their battering.

Experience in working with individuals and/or families involved in domestic violence in gender relevant ways is required. Applicants must evidence the ability to collaborate with other domestic violence agencies including, but not limited to, active participation in and with domestic violence coalitions, task forces, criminal justice agencies, the Judiciary, and other relevant state agencies and private sector organizations which are involved in dealing with domestic violence.

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

Adults, juveniles, and children of either sex who have been adjudicated and/or referred by the court. Voluntary referrals may also be accepted.

##### **E. Geographic coverage of service**

Service areas include the following:  
First Circuit - Island of Oahu

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

Probable funding amounts:

FY 2016      FY 2017      FY 2018      FY 2019

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 these specifications.

Funding source: State general and special funds; Federal funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, subject to the appropriation and availability of funds and satisfactory contract performance. All State funds are contingent on appropriation, and all Federal funds are contingent on the awarding of grant applications. Funds are available for only the initial term of the contract which is for 2 years.(Kelly, not sure re. accuracy of the last statement.)

### **2.3.2 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 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, ProposalApplication Checklist, for the website address).
7. The applicant shall incorporate and demonstrate their knowledge and use of best practices/evidence based practices or evidence informed practices in domestic violence intervention services. Best practices/evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for persons involved in domestic violence, has literature to support the practices, is supported by national consensus, has a system for implementing and maintaining program integrity, and conformance to ethical/professional standards. Best practices/evidence-based practices should reference the use of validated domestic violence risk assessments. Evidence informed practices are based on existing literature, research and evaluation reports, practice knowledge and experience, local, national and international models and expert views, and have been found efficacious by leading national entities such as the Office on Violence Against Women in the Department of Justice. Applicant to include how they intend to assess risk needs and target criminogenic needs, as well as the offender's level of risk. Any instrument(s) used to conduct assessments will be identified and described. Applicant to include evidence that the program staff properly utilize proven strategies that enhance motivation to change and retention of clients in services, such as motivational interviewing.

**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

Separate proposals shall be submitted for each circuit.

**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 proposals.

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

(Refer to §3-149-302, 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 two (2) years. 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. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019. 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 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 Contracts & Purchasing Office  
Kelly Kimura at (808) 538-5805      fax: 538-5802

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

Oahu:                      Program Specialist, First Circuit  
Maureen Kiehm at (808) 539-4406      fax: 539-4402

**2.3.3 Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

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

Service Specs -JCFDV1

Applicant to provide curriculum that will be used in the following service activities that will be reflective of the use of evidence based, best practices. The First Circuit Court reserves the right to purchase only a component of any listed service activity based on availability of funds and need.

1. Batterers Intervention Programs (BIPs). Specific domestic violence intervention services to offenders must follow the guidelines in the current “Hawaii Batterers Program Standards”. All offender programs must utilize recognized effective “best-practice” interventions based on current knowledge and research, and be presented in culturally appropriate and gender relevant ways. The proposed services must describe how identification of criminogenic risk needs will be made, and addressed in the curriculum. Batterer groups should ideally have no more than 8 to 10 participants per facilitator (unless otherwise designated or approved by the First Circuit Court and be led by facilitators of each gender.

All 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.

2. Victim Support Services. Services to adult victims of domestic violence will include but not be limited to any of the following: support and trauma informed counseling; preparation of restraining orders; assistance with other court related services; information and referral services regarding legal, criminal justice and other issues in domestic violence; legal assistance to include representation, preparation of temporary restraining orders and other related court actions, court accompaniment, advocacy, crisis counseling, outreach services, case management, safety planning, legal services, child care; and parenting programs. Applicants shall describe their appropriate linkages to other services (i.e., substance abuse assessment and/or treatment services, mental health evaluation/ services, child welfare services, etc.). Omit the following sentence. (In the First Circuit, applicants shall also include their ability to co-locate services in a Family Justice Center and what specific services they could offer.)
3. Services to Children Who Experience Domestic Violence. Domestic violence intervention services designed to assist children and adolescents who have/are witnessing/experiencing domestic violence in their homes, adolescents charged with HRS 709-906, abuse of family and household members, and/or adolescents involved in dating violence.

Services to children may also include supervised child visitation/exchanges. Proposed services must describe the following: a) the safeguards used to provide for the safety of children and parents during visits or exchanges, b) training and minimum qualifications of staff, c) supervision of staff, and d) the provider's affiliation, or proposed affiliation, with a state and/or national supervised visitation network and/or state domestic violence coalition.

## **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 targeted population(s). Applicants shall provide minimum qualifications for program director(s). Program director is defined as the person responsible for the overall management of the treatment program(s). Applicant shall provide educational backgrounds and experience of any current program director(s).
  
- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search [www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (**Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center**) and [www.nsopr.gov](http://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. Employees working with children and adolescents cannot begin employment until the required criminal history checks have been obtained and approved. 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. The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor

with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- c. The applicant shall submit organizational charts.
- d. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- e. 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 program specific dynamics, client confidentiality issues and program quality assurance requirements.
- f. The applicant must have sufficient and relevant training and staff development. Applicant to provide verification of training and staff development plan.
- g. Applicants shall ensure that supervision over program activities and on-going training is provided to all employees and contract personnel that provide and/or supervise client services. Supervision of facilitators must include monthly documented assessment of adherence to the current Hawaii Batterers Intervention Program Standards, and quarterly monitoring of group sessions by supervisory personnel. At a minimum, applicants shall ensure that clinical supervision over BIPs facilitators is provided by someone with a graduate degree in social work, psychology, or any relevant behavioral health field, and have had at least one year of experience working in the domestic violence or related field. All supervisory or consultant personnel shall have training and experience in working with batterers, and/or adult and child victims of domestic violence. Programs shall assist clients with resources, including those which reflect the interface of domestic violence to mental health conditions, substance abuse, post-traumatic stress disorder (PTSD), suicidal and homicidal ideation, and other areas, as indicated.
- h. Applicants shall demonstrate and describe their collaboration with other appropriate service providers, including but not limited to those providing domestic violence shelters, victim services, BIPs, domestic violence coalitions and task forces, criminal and civil justice agencies, the Judiciary, and other relevant state and national agencies and private sector organizations.

## **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, curriculum, when available, 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, and if that mission is not specifically related to the domestic violence intervention services provided, then an appropriate “sub-mission,” i.e., 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. The quality assurance plan shall serve as procedural guidelines for staff, and will confer designated individuals and committees with the authority to fulfill their responsibilities in the areas of quality assurance.
- c. The quality assurance process shall serve as a source of information for parties interested in knowing how the program monitors and improves the quality of its services. Findings shall be integrated and reviewed by the quality assurance committee, and information shall be conveyed to the program administrator and the organization’s executive officer and governing body at least annually.
- d. The quality assurance system shall identify strengths and deficiencies, indicate corrective actions to be taken, validate corrections, and recognize and implement innovative, efficient, or effective methods for the purpose of overall program improvement.
- e. Program evaluation should reflect the documentation of the achievement of the stated goals of the program using tools and measures consistent with the best-practice standards of the disciplines involved in the delivery of services.
- f. Contract compliance may be monitored by conducting site visits

and reviews with or without prior notice.

- g. Applicants must be willing to undergo a program assessment and/or audit and develop an action plan to address corrective actions to improve identified areas.

#### 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 indicate measurement tool(s) by which effectiveness of the services may be determined, as well as utilize the following by the Judiciary. It is strongly suggested that criteria for program completion be based on the achievement of measurable client performance outcomes rather than a participant attending a specific number of sessions. **If the percentages in the following are thought to be unreachable by the program, indicate the reasons why and present a counter proposal with justification .**
  - (1) \_\_\_\_\_percent (\_\_\_%) of all clients completing batterer intervention services have remained violence free for no less than twenty (20) consecutive weeks prior to discharge. *Measured by client report, victim corroboration, review of police records, confirmation with probation officer, etc.*
  - (2) \_\_\_\_\_percent (\_\_\_%) of all clients completing batterer intervention services have taken responsibility for their violent behavior; ceased to blame the victim for the violence; and recognized the adverse effects of their violent acts. *Measured by facilitator evaluation of client participation in group, completion of written assignments indicating such thinking and behavior verifiable by file records.*
  - (3) One hundred percent (100%) of all clients completing batterer intervention services will complete a written individualized, practical plan to maintain non-violent behavior and will present that plan to the group for critique and feedback. *Verified by copy of plan in client file and*

*facilitator written evaluation of the practicability of plan.*

- (4) Seventy-five percent (75%) of all clients completing batterer intervention services will improve their understanding of the nature and effects of domestic violence by 50%. *Measured by pre-post test and facilitator evaluation. Verified by test copies in client file and file records of facilitator evaluation.*
- (5) Sixty percent (60%) of all clients completing batterer intervention services will demonstrate the knowledge, skills and attitudes/values necessary for the maintenance of non-abusive behavior in intimate relationships which includes learning non-violent conflict resolution and non-aggressive communication skills. *Concepts that may be considered for measurement include: non-threatening behavior; respect; trust and support; honesty and accountability; shared responsibility; economic partnership; negotiation and fairness.) Measured by client participation/sharing in group, effectiveness in role playing; feedback to other clients; and facilitator written evaluation at program completion. Verified by curriculum content delivery dates of relevant sessions, notes in client file, group notes, etc.*
- (6) One hundred percent (100%) of all clients completing batterer interventions services will significantly increase their knowledge of the effects of domestic violence on children. *Measured by pre-post test; client participation in group, feedback to other clients; and facilitator evaluation. Verified by curriculum content delivery dates of relevant sessions, copy of pre-post test in client file; and copy of client self and facilitator written evaluation if client file.*
- (7) Eighty percent (80%) of all clients completing batterer intervention services will demonstrate an increase in their development of empathy for others affected by their violent behavior. *Measured by participation in group; written assignments; self and facilitator evaluation. Verified by case notes and client self and facilitator written evaluation in client file.*

## **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 or fixed price.

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

**First Circuit, (Oahu):**

Estimated number of referrals:

Batterers	600 – 1,500
Victims	1,000-4,000
Children/adolescents	50-300
Child Visitation/Exchange	200-800
Families (visitation/exchange)	150-500

Proposals should describe the average length of treatment and/or intervention services for batterers, victims, and children, including any provisions for after care services.

## **JUVENILE CLIENT AND FAMILY SERVICES**

### **2.4 SVC SPEC TITLE: Juvenile Client and Family Services JCFDVI - Domestic Violence Intervention Services**

#### **2.4.1 Introduction**

##### **A & B. - (SEE SECTION 2.0.1)**

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

Domestic violence intervention services are requested that will provide evidence based, cognitive behavioral intervention services for adjudicated adult and juvenile offenders, services to children who are experiencing domestic violence in their families, and supportive services to victims and children of domestic violence. The overarching goals are for services to enhance victim, child, and community safety while holding offenders accountable for their battering behavior and reducing recidivism. Services should include but not be limited to providing offenders with the knowledge and skills needed to prevent further battering, and to offer alternative cognitive-behavioral skills training that will strengthen their ability to make different behavioral choices and take responsibility for their battering.

Experience in working with individuals and/or families involved in domestic violence in gender relevant ways is required. Applicants must evidence the ability to collaborate with other domestic violence agencies including, but limited to, active participation in and with domestic violence coalitions, task forces, criminal justice agencies, the Judiciary, and other relevant state agencies and private sector organizations which are involved in dealing with domestic violence.

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

Adults, juveniles, and children of either sex who have been adjudicated and/or referred by the court. Voluntary referrals may also be accepted.

##### **E. Geographic coverage of service**

Service areas include the following:  
Second Circuit - Islands of Maui, Lanai and Molokai  
Third Circuit - Island of Hawaii  
Fifth Circuit -- Island of Kauai

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

Service Specs -JCFDVI

Probable funding amounts:

FY 2016      FY 2017      FY 2018      FY 2019

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 these specifications.

Funding source: State general funds (all circuits); Federal funds (all circuits)

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, subject to the appropriation and availability of funds and satisfactory contract performance. All State funds are contingent on appropriation, and all Federal funds are contingent on the awarding of grant applications. Funds are available for only the initial term of the contract which is for 2 years.

## **2.4.2 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 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, ProposalApplication Checklist, for the website address).
7. The applicant shall incorporate and demonstrate their knowledge and use of best practices/evidence-based practices in domestic violence intervention services. Best practices/evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for persons involved in domestic violence, has literature to support the practices, is supported by national consensus, has a system for implementing and maintaining program integrity, and conformance to ethical/professional standards. Best practices/evidence-based practices should reference the use of validated domestic violence risk assessments. Applicant to include how they intend to assess risk needs and target criminogenic needs, as well as the offender's level of risk. Any instrument(s) used to conduct assessments will be identified and described. Applicant to include evidence that the program staff properly utilize proven strategies that enhance motivation to change and retention of clients in services, such as motivational interviewing.

**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

Separate proposals shall be submitted for each circuit.

**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 proposals.

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

(Refer to §3-149-302, 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 two (2) years. 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. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019. 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 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 Contracts & Purchasing Office  
Kelly Kimura at (808) 538-5805      fax: 538-5802

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

Maui:                      Program Specialist, Second Circuit  
Kim Cuadro at (808) 244-2779                      fax: 244-2870

Hawaii:                      Program Specialist, Third Circuit  
Aolani Mills at (808) 322-8726                      fax: 322-8701

Administrator, Adult Client Services Branch  
Christine Kefford at (808) 961-7624 fax: 961-7676

Kauai:                      Administrator, Adult Client Services Branch, Fifth Circuit  
Kimberly Foster at (808) 482-2422                      fax: 482-2652

### 2.4.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

Applicant to provide curriculum that will be used in the following service activities that will be reflective of the use of evidence based, best practices. Each circuit individually reserves the right to purchase only a component of any listed service activity based on availability of funds and need.

1. Batterers Intervention Programs (BIPs). Specific domestic violence intervention services to offenders must follow the guidelines in the current “Hawaii Batterers Program Standards”. All offender programs must utilize recognized effective “best-practice” interventions based on current knowledge and research, and be presented in culturally appropriate and gender relevant ways. The proposed services must describe how identification of criminogenic risk needs will be made, and addressed in the curriculum. Batterer groups should ideally have no more than 16 to 24 participants (unless otherwise designated or approved by the circuit) and be led by facilitators of each gender.

All 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.

2. Victim Support Services. Services to adult victims of domestic violence will include but not be limited to any of the following: support counseling; preparation of restraining orders; assistance with other court related services; information and referral services regarding legal, criminal justice and other issues in domestic violence; legal assistance to include representation, preparation of temporary restraining orders and other related court actions; court advocacy, crisis counseling, outreach services, case management, safety planning, legal services, child care; and parenting programs. Applicants shall describe their appropriate linkages to other services (i.e., substance abuse evaluation/services, mental health evaluation/ services, child welfare services, etc.).
3. Services to Children Who Experience Domestic Violence. Domestic

violence intervention services designed to assist children and adolescents who have/are experiencing domestic violence in their homes, adolescents charged with HRS 709-906, abuse of family and household members, and/or adolescents involved in dating violence.

Services to children may also include supervised child visitation centers in all circuits, (the counties of Hawaii, Maui, and Kauai). Proposed services must describe the following: a) the safeguards used to provided for the safety of children and parents during visits or exchanges, b) training and minimum qualifications of staff, c) supervision of staff, and d) the provider's affiliation, or proposed affiliation, with a state and/or national supervised visitation network.

## **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 targeted population(s). Applicants shall provide minimum qualifications for program director(s). Program director is defined as the person responsible for the overall management of the treatment program(s). Applicant shall provide educational backgrounds and experience of any current program director(s).
- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search [www.ecrim.ehawaii.gov](http://www.ecrim.ehawaii.gov) (**Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center**) and [www.nsopr.gov](http://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. Employees working with children and adolescents cannot begin employment until the required criminal history checks have been obtained and approved. 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. The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- c. The applicant shall submit organizational charts.
- d. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- e. 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.
- f. The applicant must have sufficient and relevant training and staff development. Applicant is to provide verification of training and staff development plan.
- g. Applicants shall ensure that supervision over program activities and on-going training is provided to all employees and contract personnel that provide and/or supervise client services. Supervision of facilitators must include monthly documented assessment of adherence to the current Hawaii Batterers Intervention Program Standards, and quarterly monitoring of group sessions by supervisory personnel. At a minimum, applicants shall ensure that clinical supervision over BIPs facilitators is provided by someone with a graduate degree in social work, psychology, or any relevant behavioral health field, and have had at least one year of experience working in the domestic violence or related field. All supervisory or consultant personnel shall have training and experience in working with batterers, and/or adult and child victims of domestic violence. Programs shall assist clients with access to resources who are knowledgeable about the interface of domestic violence to mental health conditions, substance abuse, post-traumatic stress disorder (PTSD), suicidal and homicidal ideation, and other areas, as indicated.
- h. Applicants shall demonstrate and describe their collaboration with

other appropriate service providers, including but not limited to those providing domestic violence shelters, victim services, BIPs, domestic violence coalitions and task forces, criminal and civil justice agencies, the Judiciary, and other relevant state agencies and private sector organizations.

**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, and if that mission is not specifically related to the family court domestic violence intervention services provided, then an appropriate “sub-mission,” i.e., 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. The quality assurance plan shall serve as procedural guidelines for staff, and will confer designated individuals and committees with the authority to fulfill their responsibilities in the areas of quality assurance.
- c. The quality assurance process shall serve as a source of information for parties interested in knowing how the program monitors and improves the quality of its services. Findings shall be integrated and reviewed by the quality assurance committee, and information shall be conveyed to the program administrator and the organization’s executive officer and governing body at least annually.
- d. The quality assurance system shall identify strengths and deficiencies, indicate corrective actions to be taken, validate corrections, and recognize and implement innovative, efficient, or effective methods for the purpose of overall program improvement.
- e. Program evaluation should reflect the documentation of the

achievement of the stated goals of the program using tools and measures consistent with the best-practice standards of the disciplines involved in the delivery of services.

- f. Contract compliance may be monitored by conducting site visits and reviews without prior notice.
- g. Applicants must be willing to undergo a program assessment and/or audit and develop an action plan to address corrective actions to improve identified areas.
- h. For Second Circuit, applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two years.

#### 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 indicate measurement tool(s) by which effectiveness of the services may be determined, as well as utilize the following by the Judiciary. It is strongly suggested that criteria for program completion be based on the achievement of measurable client performance outcomes rather than a participant attending a specific number of sessions. **If the percentages in the following are thought to be unreachable by the program, indicate the reasons why and present a counter proposal with justification.**
  - (1) \_\_\_\_\_percent (\_\_\_%) of all clients completing batterer intervention services have remained violence free for no less than twenty (20) consecutive weeks prior to discharge. *Measured by client report, victim corroboration, review of police records, confirmation with probation officer, etc.*
  - (2) \_\_\_\_\_percent (\_\_\_%) of all clients completing batterer intervention services have taken responsibility for their violent behavior; ceased to blame the victim for the violence; and recognized the adverse effects of their violent acts. *Measured by facilitator evaluation of client*

*participation in group, completion of written assignments indicating such thinking and behavior verifiable by file records.*

- (3) One hundred percent (100%) of all clients completing batterer intervention services will complete a written individualized, practical plan to maintain non-violent behavior and will present that plan to the group for critique and feedback. *Verified by copy of plan in client file and facilitator written evaluation of the practicability of plan.*
- (4) Seventy-five percent (75%) of all clients completing batterer intervention services will improve their understanding of the nature and effects of domestic violence by 50%. *Measured by pre-post test and facilitator evaluation. Verified by test copies in client file and file records of facilitator evaluation.*
- (5) Sixty percent (60%) of all clients completing batterer intervention services will demonstrate the knowledge, skills and attitudes/values necessary for the maintenance of non-abusive behavior in intimate relationships which includes learning non-violent conflict resolution and non-aggressive communication skills. *Concepts that may be considered for measurement include: non-threatening behavior; respect; trust and support; honesty and accountability; shared responsibility; economic partnership; negotiation and fairness.) Measured by client participation/sharing in group, effectiveness in role playing; feedback to other clients; and facilitator written evaluation at program completion. Verified by curriculum content delivery dates of relevant sessions, notes in client file, group notes, etc.*
- (6) One hundred percent (100%) of all clients completing batterer interventions services will significantly increase their knowledge of the effects of domestic violence on children. *Measured by pre-post test; client participation in group, feedback to other clients; and facilitator evaluation. Verified by curriculum content delivery dates of relevant sessions, copy of pre-post test in client file; and copy of client self and facilitator written evaluation if client file.*
- (7) Eighty percent (80%) of all clients completing batterer

intervention services will demonstrate an increase in their development of empathy for others affected by their violent behavior. *Measured by participation in group; written assignments; self and facilitator evaluation. Verified by case notes and client self and facilitator written evaluation in client file.*

**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 or fixed price.

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

**Maui:**

Estimated number of referrals:

Batterers 250-750

Victims	400-700
Children/adolescents	25-100
Child visitation/Exchange	25-74
Families (visitation/exchange)	10-100

**Hawaii:**

Estimated number of referrals:	
Batterers	1,500-2,000
Victims	500-1,000
Children/adolescents	500-1000
Child Visitation/Exchange	200-400
Families (visitation/exchange)	100-250

**Kauai:**

Estimated number of referrals:	
Batterers	120-200
Victims	100-200
Children/adolescents	40-80
Child visitation/Exchange	50-200
Families (visitation/exchange)	10-100

Proposals should describe the average length of treatment and/or intervention services for batterers, victims, and children, including any provisions for after care services.

**2.5 SVC SPEC TITLE: Juvenile Client and Family Services  
JCFRS - Residential Services**

**2.5.1 Introduction**

**A & B. - (SEE SECTION 2.0.1)**

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

The goal of this service is to provide a safe, nurturing environment for minors who have been ordered by the court and/or referred to participate in a residential program. Programs shall provide clients with a safe, clean, supportive, well supervised environment in which minors can develop the tools and skills needed to function in society as young adults. Services should also be reflective of the court's balanced and restorative justice philosophy, and the juvenile justice reform effort with emphasis on best practices/evidence-based practices, collaboration and cultural competency. The goals of balanced and restorative justice are accountability, competency development, and public safety.

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

Juveniles between the ages of 12 to 17 years who are adjudicated or non-adjudicated for law violations and/or status offenses.

**E. Geographic coverage of service**

First Circuit - Island of Oahu  
Second Circuit - Islands of Maui, Molokai, and Lanai  
Third Circuit - Island of Hawaii  
Fifth Circuit - Island of Kauai

Separate proposals shall be submitted for each circuit.

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

Probable funding amounts:

FY 2016      FY 2017      FY 2018      FY 2019

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 these specifications.

Funding source: State General Fund

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, 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 2 years.

## **2.5.2 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 its competence or qualifications to perform the required services and shall have a minimum one year experience in the provision of 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 and provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and proof of insurance coverages as applicable. Applicants must also demonstrate a commitment to be compliant with the PREA standards.
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, ProposalApplication 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

For the First Circuit only, multiple proposals are allowed for applicants submitting proposals for both service activities. For the Second and Fifth Circuits, multiple and alternate proposals are 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 interests of the Judiciary and will be based on the highest ranked proposals.

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

(Refer to §3-149-302, 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 two (2) years. 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. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015, to June 30, 2019. 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 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 Contracts & Purchasing Office

Kelly Kimura at (808) 538-5805 fax: (808) 538-5802

[kelly.y.otake@courts.hawaii.gov](mailto:kelly.y.otake@courts.hawaii.gov)

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

Oahu:	Family Court, First Circuit <a href="tel:8089548308">Anona Gabriel at (808) 954-8308</a> <a href="mailto:Anona.L.Gabriel@courts.hawaii.gov">Anona.L.Gabriel@courts.hawaii.gov</a>	fax: (808) 954-8308
Maui:	Special Services Branch, Second Circuit Kawika Ortiz at (808) 244-2792 <a href="mailto:david.k.ortiz@courts.hawaii.gov">david.k.ortiz@courts.hawaii.gov</a>	fax: (808) 244-2870
Hawaii:	Third Circuit Court Grayson Hashida at (808) 443-2201 <a href="mailto:Grayson.K.Hashida@courts.hawaii.gov">Grayson.K.Hashida@courts.hawaii.gov</a>	fax: (808) 443-2222
Kauai:	Family Court, Fifth Circuit David Lam at (808) 482-2378 <a href="mailto:David.M.Lam@courts.hawaii.gov">David.M.Lam@courts.hawaii.gov</a>	fax: (808) 482-2442

### 2.5.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

Services are being requested for a residential facility for youth who require a safe, monitored, and structured living environment. For First Circuit only, separate proposals shall be submitted for each service activity if applying for both.

Specific needs include but are not limited to:

1. Services for adjudicated minors who require residential placement with minimal supervision. Services are to include psycho-social assessment and evaluation, psycho-education training to counseling and training designed to prepare the older adolescent for self-sufficiency and independence, survival skills, personal skills, recreational activities, transportation, basic household and money management, employment, and related skills.
2. Services for adjudicated minors who require a highly structured residential placement to address chronic emotional and behavioral problems. Services are to include counseling and interventions to improve or enhance social, personal, or

problem solving skills, counseling and interventions to increase self-discipline, responsibility and self control.

Applicants may submit proposals to do one or all of the above services.

**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.
- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **www.ecrim.hawaii.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. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders). The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.
- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.

- d. The Applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray.
- e. 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.
- f. Applicants shall describe its program for increasing clinical staff competencies in the acquisition of evidence-based, offender-oriented treatment. At a minimum, applicants shall demonstrate how direct care staff will be assisted in understanding and applying the risk-need-responsivity principles in their treatment of offenders, as well as the stages of change, motivating the client toward change and behavioral treatment.

**2. Administrative**

- a. 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.
- b. Court testimony by an applicant representative shall be provided as needed.

**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.
- c. Applicants shall agree, by contract, to be willing to undergo a program assessment and/or audit designed to assess applicant's implementation of effective practices in working with offenders. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.

- d. Applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two years.

**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 reporting 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 shall include documentation of the applicant's overall effort towards meeting the program goals and objectives, to include information on the outcome(s) of quality improvement activities in which the program is engaged. 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 unit of service or fixed price.

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

Estimated number of units of service:

Oahu: 2 - 3 bed spaces per day

Maui: 1 bed space per day

Hawaii: 4 bed space per day

Kauai: 1 bed space per day

**2.5.4 Facilities**

- A. Applicants shall provide a description of its facilities and its conduciveness to the treatment being provided.
- B. Facilities shall comply with all federal, state, and county laws, ordinances, codes, rules and regulations.

**2.6 SVC SPEC TITLE: Juvenile Client and Family Services  
JCFSO - Juvenile Sex Offender Treatment Services**

**2.6.1 Introduction**

**A & B. - (SEE SECTION 2.0.1)**

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

Juvenile sex offender specific assessment and treatment services are needed by the Judiciary for court adjudicated youth, to address and reduce their deviant, abusive behaviors (including any unresolved victimization trauma issues), and to improve community safety by preventing further victimization. Hereafter, juvenile sex offenders will be referred to as youth who have committed a sexual offense (YSO) or youth with sexualized misbehaviors.

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

Adjudicated juveniles and adults, up to the age of 18 and/or clinical discharge; males and females.

**E. Geographic coverage of service**

Service areas include the following:  
First Circuit -- Island of Oahu  
Second Circuit--Islands of Maui, Molokai and Lanai  
Third Circuit--Island of Hawaii  
Fifth Circuit--Island of Kauai

Separate proposals shall be submitted for each circuit. The applicant shall demonstrate actual capacity to provide the required services in the service area for which it is applying.

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

Probable funding amounts:

<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</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 these specifications.

Funding source: State General Funds

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, 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 2 years.

## **2.6.2 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 and requests will be made in advance.
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 §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 proposals.

**E. Single or multi-term contracts to be awarded**  
(Refer to §3-149-302, 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 two (2) years. 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. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019. 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 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 Contracts and Purchasing Branch  
Kelly Kimura at (808) 538-5805      fax: (808) 538-5802  
[Kelly.Y.Otake@courts.hawaii.gov](mailto:Kelly.Y.Otake@courts.hawaii.gov)

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

Oahu: Family Court, First Circuit  
[Anona Gabriel](mailto:Anona.L.Gabriel@courts.hawaii.gov) at (808) 954-8308 fax: (808) 954-8308  
[Anona.L.Gabriel@courts.hawaii.gov](mailto:Anona.L.Gabriel@courts.hawaii.gov)

Maui: Special Services Branch, Second Circuit  
Kawika Ortiz at (808) 244-2792 fax: (808) 244-2870  
[david.k.ortiz@courts.hawaii.gov](mailto:david.k.ortiz@courts.hawaii.gov)

Hawaii: Family Court, Third Circuit  
Aolani Mills at (808) 322-8726 fax: (808) 961-7671  
[aolani.m.mills@courts.hawaii.gov](mailto:aolani.m.mills@courts.hawaii.gov)

Family Court, Third Circuit  
Randi Cooper at (808) 961-7685 fax: (808) 961-7671  
[randi.l.cooper@courts.hawaii.gov](mailto:randi.l.cooper@courts.hawaii.gov)

Kauai: Family Court, Fifth Circuit  
David Lam at (808) 482-2378 fax: (808) 482-3367  
[David.M.Lam@courts.hawaii.gov](mailto:David.M.Lam@courts.hawaii.gov)

### 2.6.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

For youth with sexually abusive behaviors, specific treatment services are needed to provide the Judiciary and the community with a comprehensive approach in dealing with juveniles who are sentenced or directed by the court to obtain such treatment. Services will include but not be 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 demonstrate understanding and ability to adhere to the standards and guidelines of the Sex Offender Management Team (SOMT) as well as incorporate best practices/evidence-based practices in sexually abusive behaviors intervention services with youth. Best practices/evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most effective outcomes for youth involved in sexually abusive behaviors, has literature to support the practices, is supported by national consensus, has a system for implementing and maintaining program integrity, and

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conformance to ethical/professional standards.

New guidelines/standards for the assessment and treatment of youth with sexually abusive behaviors may be developed by Sex Offender Management Team (SOMT) during the course of the contract and will be implemented upon negotiation to the satisfaction of both the contracting agency and the applicant.

Services should also be reflective of the court's balanced and restorative justice philosophy and the guiding principles of Juvenile Detention Alternative Initiative (JDAI). The goals of balanced and restorative justice are accountability, competency development and public safety. The needs and interests of the offender, victim, and the community should be considered as part of the program. JDAI principles are complementary in that it can help shape and guide jurisdiction's practice through collaboration and a continuum of services that are culturally competent, relevant and accessible to the youth they serve.

Applicants shall ensure that clinical supervision over program activities and on-going training are provided.

**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 as noted in Section 2.6.3.A.
- b. The applicant shall conduct, at a minimum, 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **www.ecrim.hawaii.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

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employee's or volunteer's personnel file and shall be available to Judiciary for review. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders). The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The Applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray.
- e. 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.
- f. Applicants shall describe its program for increasing clinical staff competencies in sex offense specific treatment and the acquisition of evidence-based, offender-oriented treatment. At a minimum, applicants shall demonstrate how direct care staff will be assisted in understanding and applying the risk-need-responsivity principles in their treatment of offenders, as well as the stages of change, motivating the client toward change and behavioral treatment.

## **2. Administrative**

- a. 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.
- b. Court testimony by an applicant representative shall be provided as needed.

**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.
- c. Applicants shall agree, by contract, to be willing to undergo a program assessment and/or audit designed to assess applicant's implementation of effective practices in working with offenders. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.
- d. Applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two years.

**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 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 applicant 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, to include information on the outcome(s) of quality improvement activities in which the program is engaged. 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**

Oahu - Negotiated fixed rate for treatment services, and unit of service for psychosexual evaluations.

Maui, Molokai, Lanai-Negotiated unit of service or fixed price. If a proposal is submitted for fixed price, the applicant shall also submit unit of services rates for each service activity.

Hawaii-Negotiated fixed price.

Kauai-Negotiated unit of service or fixed price.

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

Estimated number of treatment slots (per year):

Oahu:	20-50 juveniles
Maui:	10-15 juveniles
Hawaii:	25-35 juveniles
Kauai:	10-15 juveniles

Applicants are to include in their proposed funding the estimated time frame of assessment completion, amount per assessment, the average length of treatment/intervention services, the amount per unit per person and per group.

#### **2.6.4 Facilities**

- A. Applicants shall provide a description of its facilities and its conduciveness to the treatment being provided.
- B. Facilities shall comply with all federal, state, and county laws, ordinances, codes, rules and regulations.

**2.7 SVC SPEC TITLE: Juvenile Client and Family Services  
JCFSS-Shelter Services**

**2.7.1 Introduction**

**A & B. - (SEE SECTION 2.0.1)**

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

The goal of the service is to assist juveniles to resolve various problems and conflicts, help them learn socially acceptable behaviors and function in the community as law-abiding citizens. Services should also be reflective of the court's balanced and restorative justice philosophy, and the guiding principles of the Juvenile Detention Alternative Initiative (JDAI). The goals of balanced and restorative justice are accountability, competency development, and public safety. JDAI principles are complementary in that it can help shape and guide jurisdiction's practice through collaboration and a continuum of services that are culturally competent, relevant and accessible to the youth they serve and reduce the reliance on unnecessary confinement in secured detention.

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

Juveniles between the ages of 12 to 17 years who are adjudicated or non-adjudicated for law violations and/or status offenses.

**E. Geographic coverage of service**

Service areas include the following:  
First Circuit - Island of Oahu  
Second Circuit - Island of Maui, Molokai, & Lanai  
Third Circuit - Island of Hawaii  
Fifth Circuit - Island of Kauai

Separate proposals shall be submitted for each circuit.

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

Probable funding amounts:

FY 2016      FY 2017      FY 2018      FY 2019

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 these specifications.

Funding source: State General Funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, 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 2 years.

## **2.7.2 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 and shall have a minimum one year experience in the provision of 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 and provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and proof of insurance coverages as applicable. Applicant must also demonstrate a commitment to comply with PREA standards.
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 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, ProposalApplication 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 proposals.

**E. Single or multi-term contracts to be awarded**  
(Refer to §3-149-302, 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 two (2) years. 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. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019. 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 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 Contracts & Purchasing Office  
Kelly Kimura at (808) 538-5805 Fax: 538-5802  
[Kelly.Y.Otake@courts.hawaii.gov](mailto:Kelly.Y.Otake@courts.hawaii.gov)

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

Oahu: Family Court, First Circuit  
[Anona Gabriel](mailto:Anona.Gabriel@courts.hawaii.gov) at (808) 954-8308 fax: (808) 954-8308  
[Anona.L.Gabriel@courts.hawaii.gov](mailto:Anona.L.Gabriel@courts.hawaii.gov)

Maui: Special Services Branch, Second Circuit  
Kawika Ortiz at (808) 244-2792 fax: (808) 244-2870  
[david.k.ortiz@courts.hawaii.gov](mailto:david.k.ortiz@courts.hawaii.gov)

Hawaii: Family Court, Third Circuit  
Christine Kefford at (808) 961-7624 fax: (808) 961-7598  
[Christine.M.Kefford@courts.hawaii.gov](mailto:Christine.M.Kefford@courts.hawaii.gov)

Kauai: Family Court, Fifth Circuit  
David Lam at (808) 482-2378 fax: (808) 482 2442  
[David.M.Lam@courts.hawaii.gov](mailto:David.M.Lam@courts.hawaii.gov)

### 2.7.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

Services are being requested for a temporary shelter for youth who require a safe, culturally sensitive, monitored living environment while awaiting return to their own homes, placement in a substitute home, treatment program, or alternative living arrangement.

1. Specific needs include, but are not limited to:
  - a. The ability to accept referrals within one (1) hour;
  - b. Accommodation of juveniles up to thirty (30) days, with the possibility of extensions;
  - c. A counseling component to address individual client needs as

appropriate;

Oahu: Counseling component to include discharge planning involving minor, parent/caretaker and probation officer immediately upon admission into the shelter facility and subsequent followup with parties to ensure timelines.

- d. Transportation; and
  - e. Twenty-four (24) hour supervision by responsible adult staff at an appropriate level to minimize clients' unauthorized departure.
2. Family Court will retain sole authority to screen, determine admissibility, and to control placement.

## **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.
- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **[www.ecrim.ehawaii.gov](http://www.ecrim.ehawaii.gov) (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and [www.nsopr.gov](http://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. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders). The

applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The Applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray.
- e. 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.
- f. 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.
- c. Applicants shall agree, by contract, to be willing to undergo a

program assessment and/or audit designed to assess applicant's implementation of effective practices in working with juvenile offenders. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.

- d. Applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two years.

**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 indicate 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 reporting 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 shall include documentation of the applicant's overall effort towards meeting the program goals and objectives, to include information on the outcome(s) of quality improvement activities in which the program is engaged. 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 or fixed price.

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

Estimated number of units of service:

Oahu:	2 - 4 bed spaces per day
Maui:	250 bed days per year
Hawaii:	Minimum of 4 bed spaces per day and may need additional bed spaces in excess of this number
Kauai:	123 bed days per year

**SVC SPEC TITLE: Juvenile Client and Family Services, First Circuit  
JC1MED - Medical Services, First Circuit**

**2.8.1 Introduction**

**A. & B. -(SEE SECTION 2.0.1)**

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

The goal of this service is to provide juveniles being held at Hale Ho`omalua and Home Maluhia, the Family Court's detention and shelter facilities, with prompt trauma-informed medical assessments, treatment and referral services to ensure their well-being. Services should also be reflective of the court's balanced and restorative justice philosophy and the juvenile justice reform effort with emphasis on best practices/evidence-based practices, collaboration and cultural competency.

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

Juveniles between the ages of 12 to 17.

**E. Geographic coverage of service**

Oahu

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

Probable funding amounts:

<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</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 these specifications.

Funding source: State General Fund

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, 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 2 years.

## 2.8.2 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 its 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 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, ProposalApplication Checklist, for the website address).

### B. **Secondary purchaser participation**

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases are allowed.

### C. **Multiple or alternate proposals**

(Refer to §3-143-605, HAR)

[ ] Allowed            [X] Unallowed

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

Service Specs - JC1MED

(Refer to §3-143-206, HAR)

Single                       Multiple                       Single & Multiple

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

(Refer to §3-149-302, 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 two (2) years. 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. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019. 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 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 Contracts & Purchasing Office  
Kelly Kimura at (808) 538-5805                      fax: 538-5802  
Kelly.Y.Otake@courts.hawaii.gov

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

Oahu: Family Court, First Circuit  
Linda Kiyotoki at (808) 954-8224    Fax: 954-8308  
Linda A. Kiyotoki@courts.hawaii.gov

**2.8.3 Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

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

The provider will provide medical, consultative and emergency medical services, and administrative services to youth who are referred by the Family Court. Services to be provided 4 to 5 days a week by a licensed physician and include 24-hour emergency and consultative services.

**I. Physician Services:**

1. Physician Services will include the following types of services:

- a. Diagnosis and treatment of illnesses.
- b. Physical examinations for all new admits and those children entering foster home or institutional placements.
- c. Cooperation with the physician of a detained child for administration of medication or other procedures.
- d. First aid care for injuries.
- e. Minor surgical procedures.
- f. Taking of laboratory samples.
- g. Other medical treatments or referrals to outside providers deemed necessary for the health, safety and welfare of the detained child.

2. Consultative and emergency medical services

Shall be available on a 24 hour basis and may be rendered by telephone. In the case of emergencies, the applicant will be immediately available to facilitate a referral to an emergency room and to take whatever action is necessary to obtain the appropriate medical care, including hospitalization for the patient.

3. Administrative Services

At the request of the Family Court officers, the applicant will provide medical and other pertinent information from patients referred by the Facility. Further, applicant will, upon request, submit written reports to the Judiciary describing medical findings, progress, tests and care for each

patient.

## II. Nursing Services:

The provider will provide nursing services to youth at Hale Hoomalu and Home Maluhia. Nursing services shall be available to the Judiciary three-hundred sixty-five (365) days per year on an on call/as needed basis, and will include the following types of services:

- a. Obtain medical history on all detainees and notes special health problems. Performs duties as required such as admissions, transfers, discharges, and making appointments with outside clinics and laboratories.
- b. Interview detainees complaining of physical illness; performs preliminary examination, screens patients to be seen by physician.
- c. Dress wounds. Renders first aid and nursing care to detainees and staff on accidents occurring on facility grounds; refer to physician if injury requires further care.
- d. Assists physician for emergency treatment. Initiates appropriate action such as starting resuscitative measures in an emergency situation when a physician is not present or immediately available.
- e. Observes and assesses patient's clinical condition; recognizes, identifies and interprets serious situations and immediately decides proper action, i.e. calls physician or starts preplanned emergency measures.
- f. Assists the physician in minor surgical procedures. Carries out order by physician for medications or treatment for detainees seen at the dispensary.
- g. Administers prescribed medications, gives intra muscular and oral medications, observes patients for adverse reactions and takes appropriate action.
- h. Continually assesses any changes based on observations of the patient's condition, receives the medical treatment plan, and brings to the attention of the physician any changes in the patient's condition.
- i. Orders medications and supplies; dispenses medical supplies. Writes out physician's medication and treatment instructions to staff; instructs staff on the dispensing of medications, special diet needs, and care of individual

detainees. Provides health care of detainees and staff on an individual basis. Recommends follow-up services; maintains up to date medical records for all detainees.

- j. Utilizes the physician orders and nursing standards of care related to redirecting behavior of the mentally ill and chemically dependent.
- k. Works closely with other members of the healthcare staff for formulation of the total care plan for specific patients.
- l. Observes and assesses patients closely for any significant behavioral changes. Documents changes in behavioral terms and notifies the mental health staff.

**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.
- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **[www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and [www.nsopr.gov](http://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. The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal

history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- 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**

Fixed price.

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

Estimated numbers of slots required for the month: 45 (Oahu)

**2.9 SVC SPEC TITLE: Juvenile Client and Family Services  
JC125SA - Juvenile Substance Abuse Treatment Services**

**2.9.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

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

The goal of the service is to provide juvenile offenders with the skills and knowledge to effectively deal with their use of alcohol and drugs in order to eliminate re-offending behaviors. Services should also be reflective of the court's balanced and restorative justice philosophy, and the juvenile justice reform effort with emphasis on best practices/evidence-based practices, collaboration, and cultural competency. The goals of balanced and restorative justice are accountability, competency development, and public safety.

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

Juveniles between the ages of 12 to 17 years who are referred for law violations and status offenses and youth up to age 18 under the jurisdiction of Family Court.

**E. Geographic coverage of service**

Service areas include the following:

First Circuit -- Island of Oahu

Second Circuit -- Islands of Maui, Molokai, & Lanai

Fifth Circuit -- Island of Kauai

Separate proposals shall be submitted for each circuit.

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

Probable funding amounts:

<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</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 these specifications.

Funding source: State General Funds and Federal Funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to

June 30, 2019, subject to the appropriation and availability of funds and satisfactory contract performance. All State funds are contingent on appropriation, and all Federal funds are contingent on the awarding of grant applications. Funds are available for only the initial term of the contract which is for 2 years.

## **2.9.2 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.
  - a. Residential programs, in accordance with Title 11, Chapter 98, Special Treatment Facility, must have a Special Treatment Facility license at the time of application and abide by applicable administrative rules governing accreditation of substance abuse programs.
2. The applicant must have demonstrated competence or qualifications to perform the required services and shall have a minimum one year experience in the provision of substance abuse treatment 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 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, Proposal Application Checklist, for the website address).
7. The applicant shall incorporate best practices/evidence-based practices in any substance abuse service. Best practices/evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for persons with substance abuse problems, have a system for implementing and maintaining program integrity, and are in conformance to professional standards. For best practices in specific areas of substance abuse, the applicant may consult the Substance Abuse and Mental health Services

Administration's (SAMHSA) Treatment Improvement Protocol Drug Addiction Treatment Improvement Protocol Series (TIPS) and the National Institute on Drug Abuse (NIDA) Principles of Drug Addiction Treatment, and/or access the individual government agency websites.

**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                       Not allowed

For the First Circuit only, multiple proposals are allowed for applicants who submit proposals for Outpatient/Intensive Outpatient services and Residential treatment services. For the Second and Fifth Circuits, multiple and alternate proposals are not allowed.

**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 interests of the Judiciary, and will be based on the highest ranked proposals.

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

(Refer to §3-149-302, 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 two (2) years. 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. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019. 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 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 Contracts & Purchasing Office  
Kelly Kimura at (808) 538-5805 fax: (808) 538-5802  
[Kelly.Otake@courts.hawaii.gov](mailto:Kelly.Otake@courts.hawaii.gov)

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

Oahu: Family Court, First Circuit  
Ramona Yano at (808) 954-8226 fax: (808) 954-8308  
[Ramona.H.Yano@courts.hawaii.gov](mailto:Ramona.H.Yano@courts.hawaii.gov)

Maui: Client Services Division, Second Circuit  
Sheri Ann Daniels at (808) 244-2824 fax: (808) 244-2870  
[Sheri.Ann.Daniels@courts.hawaii.gov](mailto:Sheri.Ann.Daniels@courts.hawaii.gov)

Kauai: Kauai Drug Court Juvenile Program, Fifth Circuit  
Kari Yamashiro at (808) 482-2428 fax: (808) 482-2554  
[Kari.L.Yamashiro@courts.hawaii.gov](mailto:Kari.L.Yamashiro@courts.hawaii.gov)

### 2.9.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

Applicants may provide a comprehensive continuum of evidence-based offender-oriented treatment services to include Substance Abuse Assessments, Substance Abuse Education, Outpatient, Intensive Outpatient, and Residential Treatment to adolescents with alcohol and/or other drug related problems that are ordered or directed by the court to obtain such services. Clients in any level of treatment shall meet the most current version of the American Society for Addiction Medicine Patient Placement Criteria (ASAM-PPC) for admission, continuance, and discharge and documentation shall be included in the client's chart.

For the First Circuit only, a proposal for Outpatient/Intensive Outpatient service is to include substance assessments and substance abuse education as part of the program, and a separate proposal is to be submitted for Residential program. For the Second and Fifth

Circuits, applicants may propose the whole continuum or any part of the continuum.

1. **Substance Abuse Assessments.** Substance abuse assessments shall be completed or reviewed/approved by certified substance abuse counselors, program administrators certified pursuant to Section 321-193 (10), Hawaii Revised Statutes; or individuals who hold an advanced degree in a behavioral health science. Assessments shall be completed to determine the need for substance abuse treatment and provide a recommended level of service. Assessments will take into consideration client history of substance use; bio-medical conditions and complications; emotional, behavioral or cognitive conditions and complications; readiness to change; relapse, continued use or continued problem potential and recovery/living environment. Assessments shall apply Diagnostic and Statistical Manual and the American Society of Addiction Medicine Patient Placement Criteria.
2. **Substance Abuse Education.** Substance Abuse Education shall provide clients with information pertaining to the pharmacology of substance abuse, lifestyle consequences, emotions management, coping skills and problem-solving training using cognitive behavioral techniques, treatment process, relapse prevention and abstinence maintenance training. The alcohol education and counseling program shall be for eight (8) to ten (10) hours and may include topics on the effects of alcohol on the brain and body, legal and social consequences, triggers to using, etc. The applicant shall also provide a parent/guardian education and counseling program of not more than ten (10) hours.
3. **Outpatient/Intensive Outpatient Treatment.** Outpatient/Intensive Outpatient Treatment provides comprehensive non-residential services to adolescents with substance abuse problems. Program activities shall include professionally directed assessment, initial and updated treatment planning, crisis management plan, discharge plan, case management, individual and group counseling, substance abuse education, family counseling and support services. Services also shall include, skill building, recreational therapy, and family counseling. On-site UA testing may also be offered as an additional service.  
  
Outpatient services shall provide between one (1) and (8) hours per client per week of face-to-face treatment, including one (1) hour of scheduled and documented individual counseling per client per month. Intensive Outpatient services shall provide nine (9) or more hours per week of face-to-face treatment services, including one (1) hour of scheduled and documented individual counseling per client per week.
4. **Residential Program.** Residential program provides a planned regimen of professionally directed evaluation, treatment, individual and group counseling, skill building, recreational activities, family services, case management, and other ancillary and special services. Every client must have an initial treatment plan with a meeting to include all parties of the client's treatment team, updated

treatment plans, crisis management plan and discharge plan. A discharge meeting with all parties of the client's treatment team shall be conducted prior to the client's planned discharge date. Observation, monitoring, and treatment are available twenty-four (24) hours a day, seven days (7) a week. Clients shall have access to a Department of Education approved appropriate grade-level academic program while in treatment. Academic programming shall be an integral part of the client's treatment plan. Programs are to have access, either as paid staff or on a consultative basis, to a licensed psychiatrist or psychologist who is trained in child development, family systems, and substance abuse treatment. The treatment services and living quarters must be separate and specific for adolescents only, with no intermingling of adults and juveniles. Services required on a long-term basis, generally for four months and up to a year.

5. Applicants shall establish and implement policies and procedures for the following:
  - a. Applicants for Outpatient/Intensive Outpatient and Residential Treatment services shall provide written weekly progress reports for all drug or specialty court clients and/or as required by the coordinators of the respective courts. Written admission, monthly and discharge reports shall be provided to supervising probation officers. Written discharge reports shall be provided no more than ten (10) working days after a client's discharge or earlier upon request of the supervising officer for court hearing purposes. Discharge reports shall include the dates of admission, treatment and termination; reasons for termination with explanation; discharge plans and recommendations (including recommendations for handling of client target behaviors, relapse prevention plans, possible sanctions, etc), when applicable. Applicants shall attach sample copies of report formats to be used for these purposes.
  - b. The applicant shall have the capability and capacity to conduct alcohol and drug testing (**Applicable for Second and Fifth Circuits only**).

The applicant shall provide their written policies and procedures for such testing and shall describe the frequency and application of testing in treatment. Random and observed collections are required. The applicant shall insure that chain of custody and confidentiality issues are addressed appropriately. The applicant shall establish written testing, chain of custody and confidentiality procedures.

The Applicant shall identify instrumentation being utilized to conduct such testing and shall have the ability to do laboratory confirmation testing utilizing Gas Chromatography Mass Spectrometry or Liquid Chromatography Tandem Mass Spectrometry. Laboratories conducting such confirmation testing shall be Substance Abuse and Mental Health

Services Administration and/or College of Addiction Pathologists – Forensic Urine Drug Testing certified. Confirmation testing at Limit of Quantitation levels is preferred.

Positive drug test results shall be reported immediately to the supervising agency/probation officer, and a summary of drug test results shall be included in the required weekly and monthly reports for each client to drug and specialty courts.

- c. Programs shall notify the supervising officer or program of any prospective major change in a client’s status (i.e. potential discharge or level of care change) occurring before the scheduled reporting cycle. Program staff will participate in team meetings with the Judiciary when it is determined to be in the best interest of the client’s treatment and adjustment.
- d. Applicants who provide Outpatient, Intensive Outpatient, and Residential treatment modalities shall develop and implement appropriate transition plans for each client prior to discharge with a meeting with all parties involved to come up with the transition plan. The plan shall address transition and recover issues and relapse prevention, and shall be forwarded to the supervising officer.
- e. Applicants shall provide treatment transition assistance to the client in the event that treatment funding is terminated, i.e. referral to another program, referral back to the supervising officer, etc.
- f. Both residential and outpatient programs shall collaborate with other community agencies and resources, including but not limited to health, mental health, social, educational, vocational rehabilitation, and employment services for coordination and linkages with other services as part of the continuum of care.

**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.

Applicants shall describe its program for increasing clinical staff competencies in the acquisition of evidence-based, offender-oriented treatment. At a minimum, applicants shall demonstrate how direct care staff will be assisted in understanding and applying the risk-need-responsivity principles in their treatment of offenders, as well as the stages of change, motivating the client toward change and behavioral treatment.

- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **www.ecrim.hawaii.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 shall 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. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of

any criminal justice agency, convicted sex offenders). The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray.
- e. 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.

## **2. Administrative**

- a. 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.
- c. Applicants shall agree, by contract, to be willing to undergo a program assessment and/or audit designed to assess applicant's implementation of effective practices in working with offenders with substance use problems. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address areas which need

improvement. There should be at least one quality improvement activity completed annually.

- d. Applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two years.

**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 reporting 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 shall include documentation of the applicant's overall effort towards meeting the program goals and objectives, to include information on the outcome(s) of quality improvement activities in which the program is engaged. Furthermore, the applicant shall furnish any additional reports or information that the Judiciary may from time to time require or request.

- d. The applicant shall comply with the requirements of the statewide substance abuse treatment monitoring program established under HRS 321-192.5. The Judiciary additionally requires that all programs which provide substance abuse treatment services, whether accredited or not accredited by the Department of Health, Alcohol and Drug Abuse Division (ADAD), participate in the statewide data collection activities under the purview of ADAD

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

Negotiated unit of service or fixed price. Additionally for the Second Circuit, if a proposal is submitted for fixed price, the applicant shall also submit unit of service for each service activity.

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

Estimated number of treatment slots (per month):

Oahu:	100	Juveniles (Outpatient)
	25	Juveniles (Outpatient for Juvenile Drug Court Program)
	2	Juveniles (Residential)
	1	Juveniles (Substance abuse education classes)
Maui:	1	Juveniles (Residential)
	6	Juveniles (Outpatient)
	12	Juveniles (Substance abuse education classes)
Kauai:	3	Juveniles (Residential)
	3	Juveniles (Outpatient)
	3	Juveniles (Substance abuse education classes)

**2.9.4 Facilities**

- A. Applicants shall provide a description of its facilities and its conduciveness to the treatment being provided.
- B. Applicants proposing to provide Residential Treatment services shall describe and include in the proposals the following:
  - 1. How security and client accountability will be achieved.
  - 2. A site map of the facility designating all program locations, the location of each dwelling, and the gender for each dwelling.

3. A floor plan for each dwelling laying out each bedroom for clients and resident counselor(s), kitchen, dining area, living area, bathrooms and laundry area; the number of client beds per room; the number of resident counselor bed(s) per room; and the maximum capacity for each dwelling.
4. The number of licensed beds for Residential services by the Office of Health Care Assurance (OCHA), Department of Health, State of Hawaii.

**2.10 SVC SPEC TITLE: Juvenile Client and Family Services  
JC151C - In-Community Service**

**2.10.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

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

The goal of the service is to assist juveniles and families to resolve various problems and conflicts to help them learn socially acceptable behaviors and function in the community as law-abiding citizens. Services should incorporate best practices/evidence-based practices and be reflective of the court's balanced and restorative justice philosophy and the guiding principles of the Juvenile Detention Alternative Initiative (JDAI). The goals of balanced and restorative justice are accountability, competency development, and public safety. JDAI principles are complimentary in that it can help shape and guide jurisdiction's practice through collaboration and a continuum of services that are culturally competent, relevant and accessible to the youth they serve and reduce the reliance on unnecessary confinement in secured detention. The in-community services include Alternative Education, Outdoor Experience, Anger Management, Psychological Services, Victim Impact Classes, and Ohana Conferencing.

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

Juveniles between the ages of 12 to 17 years who are referred for law violations and status offenses and families referred by the Family Drug Court.

**E. Geographic coverage of service**

Service areas include the following:  
First Circuit -- Island of Oahu  
Fifth Circuit -- Island of Kauai

Separate proposals shall be submitted for the First and Fifth Circuits. Further, separate proposals shall be submitted for each service activity indicated under Section 2.10.3 A. (Service Activities), below.

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

Probable funding amounts:

<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
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Funding amounts are not being stated at this time. Applicants should propose  
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funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

Funding source: State General Funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, subject to the appropriation and availability of funds and satisfactory contract performance. All State funds are contingent on appropriation, and all Federal funds are contingent on the awarding of grant applications. Funds are available for only the initial term of the contract which is for 2 years.

### **2.10.2 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 and shall have a minimum one year experience in the provision of 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 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, Proposal Application Checklist, for the website address).

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**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  Not allowed

**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 interests of the Judiciary, and will be based on the highest ranked proposals.

**E. Single or multi-term contracts to be awarded**  
(Refer to §3-149-302, 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 two (2) years. 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 applicant. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019. 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 applicant or applicants. 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 Contracts & Purchasing Office

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Kelly Kimura at (808) 538-5805 fax: 538-5802  
Kelly.Y.Otake@courts.hawaii.gov

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

Oahu: Family Court, First Circuit  
Ramona Yano at (808) 954-8226 fax: 954-8308  
[Ramona.H.Yano@courts.hawaii.gov](mailto:Ramona.H.Yano@courts.hawaii.gov)

Kauai: Family Court, Fifth Circuit  
Kari Yamashiro (808) 482-2428 fax: 482-2442  
[Kari.L.Yamashiro@courts.hawaii.gov](mailto:Kari.L.Yamashiro@courts.hawaii.gov)

### 2.10.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

Services are being requested for adjudicated juveniles for law violations and status offenses and families in the Family Drug Court:

1. **Outdoor Experience (Oahu).** An outreach counseling and tutoring program with an outdoor component. The program will provide individual, group, and family counseling sessions, after-school tutorial, crisis intervention, parenting classes, community service and possible weekend activities.
2. **Alternative Education (Oahu).** An alternative education program for youth experiencing school performance and attendance deficiencies. Services should include strength based and family focused counseling, crisis intervention, outreach services, individual and group related problem-solving activities, group socialization exercises, and recreational activities.
3. **Anger Management ( Oahu).** An anger management program for youth using the Aggression Replacement model with three components; anger control, skill streaming and moral reasoning.
4. **Family Intervention Services (Oahu).** Provide family intervention therapy consisting of an average of ten sessions for youth and their families participating in the Juvenile Drug Court Program. Intervention services average about 4.5 hours per week over two to three months.

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Family therapy will be conducted in the home, neighborhood, and other community locations depending on the family's needs. Work to support the family by participating in court appearances, meetings with systems of care, and other services as needed. This includes working in close collaboration with the courts, probation officers, church communities, medical doctors, and health facilities, residential, mental health and/or substance abuse facilities, and other organizations.

5. **Victim Impact Classes (Kauai)**. An educational program to teach juvenile offenders how crime affects the victim, victim's family and the community. The classes provides victims with an opportunity to tell their personal stories to offenders about the social, emotional, physical, and financial impact of crime on their lives. Offenders have the opportunity to learn about the short and long-term trauma of victimization and develop an understanding and empathy for victims.
6. **Family Conferencing (Kauai)**. Bring together the community of people who are most affected by a juvenile offender's offense or harmful behavior. The conferences are coordinated by trained facilitators. The victim, offender, and victim's and offender's families or support systems participate. All have the opportunity to speak about how the offender's actions has affected their lives. The group decides how the harm will be repaired by the offender. The conferences may occur before or after sentencing or as alternative to going through the traditional juvenile justice system.

**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.
- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **[www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov)** (**Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center**) and **[www.nsopr.gov](http://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 shall require fingerprinting. The minimum record

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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. The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- 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**

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- 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 reporting 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 shall include documentation of the applicant's overall effort towards 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 unit of service or fixed price

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

Outdoor Experience - 4 to 6 youth per month

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Alternative Education - 23 to 27 youth per month

Anger Management - 13 youth per month

Family Intervention - 10 to 13 families per year

Victim Impact - 100 youth per year (Oahu)

22 to 27 youth/families per year (Kauai)

Family Conference - 33 to 38 youth per year (Kauai)

**2.11 SVC SPEC TITLE: Juvenile Client and Family Services, Second Circuit  
JC2IC - In-Community Services**

**2.11.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

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

In-Community services are requested to provide therapeutic, supportive, and educational programs for minors and adults. Services should include but not be limited to providing individuals with the tools and skills needed to prevent recidivism, to assess alternatives and make appropriate choices to help them learn socially acceptable behaviors to function in the community as law-abiding citizens. The referrals for minors may include status offenses or law violations. The in-community services for minors and adults provide alternatives to the traditional juvenile and criminal justice systems to assist the offender to make reparations to the victim and the community. Services should be reflective of the court's balanced and restorative justice philosophy which holds the offender accountable for his/her actions. All applicants should provide the clients with insight and understanding of their situation and resulting behaviors.

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

Adults and juveniles between the ages of 6 to 17 or until clinically discharged who have been referred and/or ordered by the Court to participate in treatment.

**E. Geographic coverage of service**

Service areas include the following:

Second Circuit -- Islands of Maui, Lanai and Molokai

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

Probable funding amounts:

<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</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 these specifications.

Funding source: State general funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, subject to the appropriation and availability of funds and satisfactory contract performance.

### **2.11.2 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 5, 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)

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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 proposals.

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

(Refer to §3-149-302, 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 two (2) years. Funds are available for on 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. The aggregated term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019. 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 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:

Kelly Kimura, Contracts and Purchasing Office  
Phone: (808) 538-5805                      Fax: (808) 538-5802  
Email: [Kelly.Y.Otake@courts.hawaii.gov](mailto:Kelly.Y.Otake@courts.hawaii.gov)

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

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Kim Cuadro, Program Specialist, Second Circuit  
Phone: (808) 244-2779 Fax: 244-2870  
Email: [kim.s.cuadro@courts.hawaii.gov](mailto:kim.s.cuadro@courts.hawaii.gov)

### 2.11.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

Applicants shall provide therapeutic, supportive, and educational programs for minors and adults and alternatives to the traditional juvenile and criminal justice systems to assist offenders to make reparations to the victim and the community. Applicants may propose to provide all or any part of the following service activities:

1. **Anger Management.** Services for adjudicated and non-adjudicated minors who display aggressive or abusive behaviors, to include psycho-social assessment and evaluation; individual and group treatment dealing with anger and stress management; cognitive restructuring/behavior modification interventions that enhance both communication and problem solving skills.
2. **Outdoor Experience.** Services for adjudicated and non-adjudicated minors, to include interventions which provide physical and psychological challenges to improve/enhance a minor's effectiveness within group settings, and increase both community and environmental awareness.
3. **Diversion Services.** Services for adjudicated and non-adjudicated minors to be used as a dispositional alternative program designed to divert individuals from the justice system. Services to include supervision of minors as an alternative to confinement, and pro-social activities that provide for the minors interest and expose and create links for the minors within the community.
4. **Victim Impact Classes.** To provide an educational program to teach juvenile and adult offenders, in separate classes, how crime affects the victim, victim's family and the community. The classes provide victims with an opportunity to tell their personal stories to offenders about the social, emotional, physical, and financial impact of crime on their lives. Offenders have the opportunity to learn about the short and long-term trauma of victimization and develop an understanding and empathy for victims.
5. **Victim-Offender Reconciliation.** To provide opportunities to bring

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together the victim and offender in a safe and structured face-to-face meeting, in the presence of trained facilitators. The crime victims have an opportunity to obtain answers to their questions about the crime and the person who committed it. The offenders have an opportunity to take responsibility for what they have done and learn the impact of their actions on others.

**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.
- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search [www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data center) and [www.nsopr.gov](http://www.nsopr.gov) (National Sex Offender Public Registry). For persons working in positions which necessitate close proximity to children or adolescents, the criminal history check shall include a national criminal history record data base 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. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders). The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.
- 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 shall maintain appropriate supervision over staff and program activities, work collaboratively with other agencies, and provide on-going training for staff.
- f. The applicant must have sufficient and relevant training and staff development.
- g. The Applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray.

**2. Program**

Applicants shall incorporate best practices/evidence-based practices in services for adjudicated and non-adjudicated minors. Best practices/evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for persons involved services, has literature to support the practices, is supported by national consensus, has a system for implementing and maintaining program integrity, and conformance to ethical/professional standards.

**3. 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.

**4. 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.
- c. Applicants must be willing to undergo a program assessment

and/or audit to assess applicant's implementation of effective practices. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.

- d. Applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two years.

**5. 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 indicate measurement tool(s) by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

**6. 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.

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

Negotiated unit of service.

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

Estimated number of placement slots: 45-390, Second Circuit.

Applicants to include in their proposed funding amounts a per unit, per person, and a per group rate.

**2.12 SVC SPEC TITLE: Juvenile Client and Family Services  
JC35TC - In-Community Services (Teen Court)**

**2.12.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

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

To provide an alternative diversion program for Family Court referrals for first time juvenile offenders who meet the referral criteria. Referrals may be from the County Police, the Office of the Prosecuting Attorney, District Traffic Court or the Department of Education. Teen (peer) jury system to apply balanced and restorative justice values of accountability, competency development and public safety to help participants increase law abiding behaviors and reduce the risk of recidivism. The court may be presided over by an attorney or judge.

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

Juveniles, ages 10 to 17

**E. Geographic coverage of service**

Service areas include the following:

Third Circuit -- Island of Hawaii (East and West)  
Fifth Circuit – Island of Kauai

Separate proposals shall be submitted for the Third and Fifth Circuits.

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

Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposal based on their best estimate of the cost of providing the service described in these specifications.

Funding source: State General Funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g, July 1, 2015 to June 30, 2019, 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 2 years.

## 2.12.2 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 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, Proposal 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

interests of the Judiciary, and will be based on the highest ranked proposals.

**E. Single or multi-term contracts to be awarded**  
(Refer to §3-149-302, HAR)

[ ] Single term (<2 yr)      [X] Multi-term (>2 yr)

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 two (2) years. 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 the contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single term 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 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 1.1 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the Request for Proposal, please call the following individual:

Judiciary Contracts & Purchasing Office  
Kelly Kimura at (808) 538-5805      fax: 538-5802  
Email: [Kelly.Y.Otake@courts.hawaii.gov](mailto:Kelly.Y.Otake@courts.hawaii.gov)

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

Hawaii :                      Third Circuit Court  
Christine Kefford, Program Specialist  
Direct Line: (808) 961-7624      fax: (808) 961-7598  
Email: [christine.m.kefford@courts.hawaii.gov](mailto:christine.m.kefford@courts.hawaii.gov)

Kauai:                         Juvenile Client and Family Services, Fifth Circuit  
David M. Lam, Administrator  
Direct Line: (808) 482-2378      fax: (808) 482-2442  
Email: [david.m.lam@courts.hawaii.gov](mailto:david.m.lam@courts.hawaii.gov)

### 2.12.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

Services are being requested for a Teen Court diversion program for first time Petty Misdemeanor, Misdemeanor, certain Traffic Offenses, and Status offenders.

Services will include but not be limited to Teen Jury participation, community service, monetary restitution, and assessment for substance abuse, anger management and high risk behaviors for referral to appropriate treatment.

Services should be reflective of the court's balanced and restorative justice philosophy. The goals of balanced and restorative justice are accountability, competency development and public safety. The needs and interests of the offender, victim and community should be considered as part of the program.

#### 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.
- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **[www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and [www.nsopr.gov](http://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. The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal

history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- 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 measurements 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 applicant's final report.
- b. Outcome: The applicant shall indicate 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 contracted 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 efforts 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**

Fixed price.

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

Estimated number of juveniles is no less than **100** per year per island, but to include any and all court referrals in excess of this number.

**2.13 SVC SPEC TITLE: Girls Court Program  
GC1IC - In-Community Services**

**2.13.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

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

Female adolescents 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 adolescents and their families participating in the Girls Court Program. The goal is that by effectively meeting the mental health treatment needs of girls in the juvenile justice system through a gender-responsive and strength and family-based treatment approach, the result will be 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 adolescents between the ages of 13-17 being serviced by the First Circuit's Girls Court Program.

**E. Geographic coverage of service**

Service areas include the following:  
First Circuit- Island of Oahu

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

Probable funding amounts:

<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</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

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract will not exceed (4) years, e.g., July 1, 2015 to June 30, 2019 subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract

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which is for two (2) years. All State funds are contingent on appropriations, and all Federal funds are contingent on the awarding of grant applications.

**2.13.2 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)      [ X ] 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 two (2) years. 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.Otake@courts.hawaii.gov](mailto:Kelly.Y.Otake@courts.hawaii.gov)

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

Oahu:                      Program Specialist, First Circuit  
Adriane Abe at (808) 539-4408      Fax:(808) 539-4402  
Email: [Adriane.C.Abe@courts.hawaii.gov](mailto:Adriane.C.Abe@courts.hawaii.gov)

**2.13.3 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. The provider shall provide individual therapy on a weekly basis to girls identified by the Girls Court Program in need of services.

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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 to time 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 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.
- e. 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.

## **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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search [www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (**Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center**) and [www.nsopr.gov](http://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. The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

**2. Administrative**

The applicant shall establish and implement policies and procedures which

**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 reporting 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	1 hr/session	2 sessions/month	12 girls

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Sessions	<u>Unit</u>	<u>Frequency</u>	
Family Therapy Sessions	1 hr/session	1 session/month	12 families
Treatment Team Meetings	2 hrs/mtg	1 session/month	12 girls/mo.
Staff Meetings	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		

**2.14 SVC SPEC TITLE: Juvenile Client and Family Services  
JCIIICPS - In-Community Service**

**2.14.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

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

The goal of the service is to have youth participate in a martial arts class shown to be effective and successful with youth. The program will support positive youth development with an emphasis on the development of strong pro-social character traits and skills. Students will receive teaching in self discipline, leadership, courtesy, humility, and a respect for others and the law. Students will also be coached in aggression control, conflict resolution, and taught to settle differences or disputes peacefully. Intended outcomes include an increase in self-confidence and self efficacy, and decrease in recidivism. Participation in this program will connect youth to community, a positive pro-social activity, and role models. Students will also have opportunities to demonstrate mastery of new skills through participation in promotion ceremonies.

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

Juveniles between the ages of 12 to 17 years who are referred for law violations and status offenses.

**E. Geographic coverage of service**

Service areas include the following:  
First Circuit -- Island of Oahu

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

Probable funding amounts:

<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</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 these specifications.

Funding source: State General Funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, subject to the appropriation and availability of funds and satisfactory contract performance. All State funds are contingent on appropriation, and all Federal funds are contingent on the awarding of grant applications. Funds are available for only the initial term of the contract which is for 2 years.

## **2.14.2 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 and shall have a minimum one year experience in the provision of 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 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, ProposalApplication 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 interests of the Judiciary, and will be based on the highest ranked proposals.

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

(Refer to §3-149-302, 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 two (2) years. 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 applicant. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019. 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 applicant or applicants. 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 Contracts & Purchasing Office  
Kelly Kimura at (808) 538-5805      fax: 538-5802  
Kelly.Y.Otake@courts.hawaii.gov

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

Service Specs -JC11CPS

Oahu: Family Court, First Circuit  
Adriane Abe at (808) 539-4408 fax: 539-4402  
[Adriane.C.Abe@courts.hawaii.gov](mailto:Adriane.C.Abe@courts.hawaii.gov)

### 2.14.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

Services are being requested for adjudicated juveniles for law violations and status offenses:

1. The martial arts classes will include skills training, exercises, kata form training, and defensive skills training.
2. Provide conferences and meetings with youth related to their participation and attitude in class. The program will also be available to speak with their parents to update them on the youth's class behavior and discuss other issues parents may want to talk about.
3. Attend weekly court hearings to share information on the youth's behavior and attitude in class with the court.
4. Participate as a team member with other providers of service to discuss and ensure services are appropriately provided to youth and interventions are coordinated.
5. Work with the court staff to assist with other planned activities (i.e. literacy book fairs and scrabble tournaments).
6. One class per week for two hours.

#### 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.
- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants

Service Specs -JC11CPS

will search [www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (**Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center**) and [www.nsopr.gov](http://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. The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- 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.

Service Specs -JC11CPS

- 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 reporting 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 shall include documentation of the applicant's overall effort towards 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 unit of service or fixed price

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

12 to 22 youths per class

**2.15 SVC SPEC TITLE: Juvenile Client and Family Services  
JC15ICRC - In-Community Service – Reporting Center**

**2.15.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

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

The goal of this service is to establish a Reporting Center to assist juveniles and families to resolve various problems and conflicts to help them learn socially acceptable behaviors and function in the community as law-abiding citizens. Service should incorporate be reflective of the court's balanced and restorative justice philosophy and the guiding principles of the Juvenile Detention Alternative Initiative (JDAI). The goals of balanced and restorative justice are accountability, competency development, and public safety. JDAI principles are complimentary in that it can help shape and guide jurisdiction's practice through collaboration and a continuum of services that are culturally competent, relevant and accessible to the youth they serve and reduce the reliance on unnecessary confinement in secured detention. The overall goal of JDAI is to establish more effective and efficient systems to accomplish the purposes of secure detention. Using the JDAI model, we aim to eliminate the inappropriate or unnecessary use of secure detention, and minimize failures to appear to court hearings and incidences of delinquent behavior. The Reporting Center shall serve as a community-based alternative to secure detention which will provide highly structured and well supervised group activities during high risk time periods when recidivism is most likely.

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

Juveniles between the ages of 12 to 17 years who are referred for law violations and status offenses who are at risk of being placed in a Juvenile Detention Facility.

**E. Geographic coverage of service**

Service areas include the following:  
First Circuit -- Island of Oahu; Waianae and Leeward area but not to exclude the Central, Honolulu and Windward areas.

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

Probable funding amounts:

FY 2016      FY 2017      FY 2018      FY 2019

Applicants should propose funding amount in their proposal based on their best estimate of the cost of providing the services described in the specifications.

Funding source: State General funds

Period of availability: The Judiciary intends to award a contract to a nonprofit organization. The term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, subject to the appropriation and availability of funds and satisfactory contract performance. All funds are contingent on appropriation, and all Federal funds are contingent on the awarding of grant applications. Funds are available for only the initial term of the contract which is for 2 years.

**2.15.2 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 and shall have a minimum one year experience in the provision of 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 will

be made.

6. The applicant shall comply with 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, Proposal Application Checklist, for the website address).

**B. Secondary purchaser participation**

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases may be allowed.

**C. Multiple or alternate proposals**

(Refer to §3-143-605, HAR)

Allowed                       not allowed

**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 proposals.

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

(Refer to §3-149-302, HAR)

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

The initial term of the contract shall be for July 1, 2015 to June 30, 2019. 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 applicant. Execution of a contract amendment is required to extend the contract for another term.

**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 applicant or applicants. 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 Contracts & Purchasing Office  
Kelly Kimura at (808) 538-5805 fax: 538-5802  
Kelly.Y.Otake@courts.hawaii.gov

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

Oahu: Family Court, First Circuit  
Ramona Yano at (808) 954-8226 fax: 954-8308  
[Ramona.H.Yano@courts.hawaii.gov](mailto:Ramona.H.Yano@courts.hawaii.gov)

### 2.15.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

Service being requested for adjudicated juveniles for law violations and status offenses:

1. **In-Community Service – Reporting Center.** Short-term (6 weeks) community based alternative that will provide a structured environment offering educational, recreational, and skills-training activities for the youth with the following components: outreach counseling to include individual, group, and mandatory family counseling sessions; tutoring program to include after-school tutorial services, crisis intervention, parenting classes, community service, and possible weekend activities. A meal will be included as an incentive for regular participation. Meals provided could be designed to be part of the youth's participation as a program activity.

#### 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.
- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search [www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (**Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center**) and [www.nsopr.gov](http://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 shall 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. The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- 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. The applicant shall report on output measures provided by the Judiciary.
- 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 reporting 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 shall include documentation of the applicant's overall effort towards 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 unit of service or fixed price

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

Outdoor Experience - 4 to 6 youth per month

## **DRUG COURTS**

### **2.16 SVC SPEC TITLE: Drug Courts for First, Third (adults only) and Fifth Circuit DR135 - Drug Court**

**(For the First, Third (adults only) and Fifth Circuit Courts, please refer to the Adult Client Services sections (2.1 through 2.3) and the Juvenile Client & Family Services sections ( 2.4 through 2.15) for appropriate substance abuse service specifications in these courts.)**

**2.17 SVC SPEC TITLE: Drug Courts, Second Circuit  
DR2FCDC - Integrated Substance Abuse Treatment Services,  
Family Court Drug Court Program**

**2.17.1 Introduction**

**A. & B. -(SEE SECTION 2.0.1)**

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

The goals of the services being requested in this RFP are as follows:

1. To provide treatment services delivered in the drug court treatment modality to clients under Family Court jurisdiction for which substance abuse is a primary issue and who are participating in the Family Court Drug Court Program (FCDCP) in one of its three tracks:
  - a. “J” Track ( Levels J-3, J-4, and J-5) will serve juveniles who are under the jurisdiction of Family Court because of status or law violations;
  - b. “S” Track will serve parents and families involved in child protective proceedings in Family Court;
  - c. “CR” Track will serve clients who are under the jurisdiction of Family Court because of domestic abuse offenses.
2. To provide comprehensive substance abuse assessments which include components that address bio-psych-social functioning and family functioning. These assessments will be used to evaluate clients’ appropriateness for admission to the FCDCP and to determine the appropriate level of service.
3. To provide drug testing services for FCDCP participants in accordance with best practices/evidence based practices.

The goal of this treatment and compliance monitoring is to assist clients to increase knowledge about the effects of substance use, decrease substance use, abstain from any use of methamphetamine, increase pro-social activities, and improve adaptive functioning in school, work, peer relationships, recreational activities, and other areas; identify, create and strengthen cohesive, developmentally appropriate relationships, enhance parents’ ability to provide a safe family home, decrease criminal or

delinquent behavior, decrease related problems such as school failure, behavior problems and emotional distress, and increase non-violence. Services should also be reflective of the court's balanced and restorative justice philosophy which includes the goals of accountability, competency development, and public safety.

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

1. Treatment services are intended for juveniles, parents/custodians, individuals and families involved in Family Court proceedings for which substance abuse is the primary issue and who consent to participate in the FCDCP. In addition, those juveniles meeting program specified criteria and deemed to be appropriate for the "J" Track may be admitted on an involuntary basis pursuant to an order by the Court. Specifically, the target population in each track is as follows:
  - a. "J" Track ( Levels J-3, J-4, J-5): Youths up to age nineteen (19), unless otherwise specified by the FCDCP, who are under the jurisdiction of the Family Court and who have not caused serious bodily injury or used a weapon in the commission of any offense. Highest priority shall be to youth charged with Dangerous Drug offenses.
  - b. "S" Track: Parents and household members who are under the jurisdiction of the Family Court through child protective proceedings. Clients must not have unresolved serious criminal charges. Priority shall be given to clients willing to participate in the program at the commencement of the case.
  - c. "CR" Track: Adults who are charged with domestic abuse offenses and/or facing probation revocations for these types of offenses and who have not caused serious bodily injury or used a weapon or instrument in the commission of any offense. Priority shall be given to those most likely to receive a sentence of incarceration significantly in excess of the two-day minimum.
3. Drug testing services will be provided to adult and juvenile clients participating in the FCDCP. Family members and other identified significant others may also be referred for drug testing services as determined to be appropriate by the FCDCP Treatment Team and only on a voluntary basis.

4. Comprehensive substance abuse assessments will be provided to juvenile and adult clients through the FCDCP.

**E. Geographic coverage of service**

Second Circuit -- Islands of Maui, Molokai and Lanai

The applicant may propose to service clients from one or more geographic areas. The applicant need not submit separate proposals for each island. If an applicant proposes to service clients from more than one island, applicant's proposal shall indicate what services will be provided on each island and describe differences in service capacity or capability as applicable.

Preference will be given to services provided in the Second Circuit, however, applicants may submit proposals for Residential Treatment and Therapeutic Living Program services as specified in this RFP which are located in the First, Third, or Fifth Circuit.

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

Funding source: State general funds, public grants

Other potential funding sources: Federal funds, private grants

Probable funding amounts:

<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
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Unspecified general funds

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, subject to the appropriation and availability of funds and satisfactory contract performance. All State general funds are contingent on appropriation. Funds are available for only the initial term of the contract from July 1, 2015 through June 30, 2017.

NOTE: 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 these specifications.

### **2.17.2 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.
  - a. Residential programs, in accordance with Title 11, Chapter 98, Special Treatment Facility, must have a Special Treatment Facility license at the time of application and abide by applicable administrative rules governing accreditation of substance abuse treatment programs.
  - b. Unless otherwise specified in this RFP, therapeutic living programs must meet the Department of Health, Alcohol and Drug Abuse Division's (ADAD) Therapeutic Living Program Requirements as specified in the Division's RFP Number HTH 440-08-1 for Substance Abuse Treatment Services until applicable administrative and licensing rules are implemented by the Department of Health. Upon implementation of duly authorized administrative and licensing rules, programs must comply accordingly.
  - c. Applicants shall comply with Title 11, Chapter 175, Mental Health and Substance Abuse System.
  - d. Sober Housing must meet applicable state and county codes, standards and zoning requirements.
  - e. 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 and identification as applicable.
2. The applicant must clearly state the specific service activity, level(s) of intervention and the specified track(s) it is proposing to service.

3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. 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.
5. 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, Proposal 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

Applicants' proposal may include more than one service activity as specified in Section 2.17.3 but applicants may submit not more than one proposal for each service activity per island.

**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 proposals.

**E. Single or multi-term contracts to be awarded  
(Refer to §3-149-302, 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 two (2) years. 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. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 - June 30, 2019. 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 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 1.1 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the RFP process, please call the following individual:

Kelly Kimura, Contracts and Purchasing Office  
Phone: (808) 538-5805 Fax: (808) 538-5802  
Email: [Kelly.Y.Otake@courts.hawaii.gov](mailto:Kelly.Y.Otake@courts.hawaii.gov)

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

Sandra Inouye, Program Specialist, Second Circuit  
Phone: (808) 244-2891 Fax: (808) 244-2870  
Email: [sandra.a.inouye@courts.hawaii.gov](mailto:sandra.a.inouye@courts.hawaii.gov)

**2.17.3 Scope of Work**

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.

**NOTE: Proposals will be evaluated by service activity according to Section Four of**

**this RFP and will be scored and ranked separately within the following categories: Drug Testing Services, Assessment Services, Family/Systems Based Intervention, Adult Domestic Violence Intervention, Adult In-Community Substance Abuse Services, Adult Residential Substance Abuse Services, Juvenile In-Community Substance Abuse Services, and Juvenile Residential Substance Abuse Services.**

**A. Drug Testing**

Applicants must have the capability to do drug and alcohol testing for youths and adults referred by the FCDCP and must provide gender-specific observation of client providing urine specimen; conduct drug screen and provide results to the FCDCP and as directed by the FCDCP. **Applicants must also have the capability to submit specimens to approved laboratories for confirmation testing and must specify service delivery in regards to gender and age of the clients, days and times as well as locations of the drug testing sites. Preference will be given to those applicants offering the most flexibility in terms of population to be served, days/times of service, and convenience of location.** Additional consideration will be given to applicants with the capability of administering drug and alcohol testing through a variety of methodologies, including hair analysis. **NOTE: These drug testing services are independent of those administered to clients as part of their participation in substance abuse treatment programs.**

**B. Assessments**

Comprehensive substance abuse assessments that are system-focused and strengths based shall be provided for youth and adults who are prospective FCDCP clients and those who may have been court-ordered into or provisionally admitted into the program. Assessments shall include components that thoroughly assesses bio-psych-social and family functioning. As part of the assessment process, assessors must identify those individuals who care about the client and the family and are required to interview family members and other supportive individuals important to the client's recovery. The assessment must be useful to assist the FCDCP to determine client's appropriateness for participation in the FCDCP and the appropriate type and level of services necessary for the client and his/her family, including the identification of risk and protective factors. Applicants must use test instruments that are generally recognized as highly valid for the particular client, considering his or her characteristics and must provide a description of the evaluation tools that supports their utilization with FCDCP clients. Assessments must be completed within fourteen (14) days of referral.

**C. Treatment services**

Treatment services shall be client/environment-centered, strength-based, gender specific for substance abuse and when appropriate, for all other treatment/service issues, culturally competent, and shall be implemented in a way that encourages adaptations to increase quality of service. Applicants shall identify specific life-factor obstacles to client success in each case for the FCDCP team to consider. For applicants proposing services utilizing group modalities, contingency plans in the event the client census is not conducive to group treatment shall also be described. Although dedicated group sessions are preferred, for all service activities except for the Family/Systems Based Intervention, FCDCP clients may be co-mingled with other non-FCDCP participants in group counseling should it not be practicable to provide these sessions solely for FCDCP clients. Length of participation in the FCDCP in most cases will range from ten (10) months to twenty-two (22) months.

**1. Family/Systems Based Intervention:**

The focus of this intervention shall be the family/system which is comprised, by definition, of those around the substance abusing client who care for or are important to the client in resolving the problem. Tasks that need to be accomplished include developing an alliance with the family, identifying supports to promote and assist family involvement, reducing negativity and resistance to therapeutic intervention, developing a family/system focus and increasing motivation for change. Additionally, applicants are expected to develop and implement individualized (family) change plans, target and resolve specific problem behaviors and increase the effectiveness of relational and communication skills within the family/system. Individual therapy may also be provided in appropriate cases as directed by the FCDCP Treatment Team. Applicants must provide a complete description of the therapeutic model proposed and the basis for its selection as an appropriate intervention for FCDCP clients.

Family/systems based intervention services must be provided to all FCDCP participants, their family members and other supportive individuals as directed by the FCDCP Treatment Team and must commence within seven (7) days from referral by the FCDCP. Services are generally delivered through one (1) to eight (8) hours per family/system of face-to-face treatment weekly. The specific number of hours of treatment for each client shall be determined by the FCDCP Treatment Team. Family/systems therapists shall meet with the client and his/her family and other supportive individuals in the place of residence of the client/family or in other settings approved by the FCDCP.

On a regular basis, family group sessions focused on educational and process goals as well as to foster group cohesiveness and support for all clients participating in the FCDCP must be made available. These supportive group sessions shall be facilitated by a Master's level family therapist. Other psycho-educational group sessions addressing topic areas such as value systems and criminal thinking may also be required for FCDCP participants.

Therapists providing family/systems based interventions shall hold an advanced degree in behavioral health sciences such as in the areas of marriage and family counseling, social work or other related fields.

**2. Adult Domestic Violence Intervention**

Treatment services shall be through a group modality and shall integrate batterer intervention, anger management and substance abuse issues. These group sessions shall provide psycho-educational intervention services that address the criminal conduct of batterers who have co-occurring alcohol and other drug use problems. Group treatment shall be co-led with a female and male facilitator with as much as possible. The combined training and experience of the facilitators should be in the areas of domestic violence intervention and substance abuse treatment. At least one facilitator should be a Hawaii State Certified Substance Abuse Counselor (CSAC). Individual counseling sessions may be authorized by the FCDC Treatment Team as appropriate and may be substituted for group sessions. Domestic violence intervention services provided must follow the guidelines in the "Hawaii Batterers Program Standards."

**3. Adult Substance Abuse Treatment:**

- a. Outpatient Treatment – An Outpatient Treatment Program shall provide non-residential comprehensive specialized services on a scheduled basis for clients with substance abuse problems. Professionally directed evaluation, treatment, case management, and recovery services shall be provided to clients with less problematic substance abuse related behavior than would be found in a Residential or Day treatment program.

An Outpatient Program shall provide between one (1) and eight (8) hours per client per week of face-to-face treatment, with a minimum

of one (1) individual counseling session per month. Additional individual counseling sessions may be required as determined by the FCDCP Treatment Team.

- b. Intensive Outpatient Treatment – An Intensive Outpatient Program shall provide a minimum of nine (9) hours per week of skilled treatment services. Such treatment usually operates for at least three (3) or more hours per day for three (3) or more days per week. Services shall include individual and group counseling. Professionally directed evaluation, treatment, case management, and recovery services shall be provided.

Intensive Outpatient Programs shall provide a minimum of nine (9) hours up to a maximum of nineteen (19) hours per client per week of face-to-face treatment, with a minimum of one (1) individual counseling session per client per week.

- c. Day Treatment – A Day Treatment Program shall provide treatment activities offered in half-day or full-day increments, regularly scheduled for multiple sessions throughout the week. It includes a planned regimen of comprehensive outpatient treatment including professionally directed evaluation, treatment, case management, and other ancillary and special services. This level of care provides the offender with the opportunity to participate in a structured therapeutic program while being able to remain in the community.

Day Treatment shall provide a minimum of twenty (20) hours per week of face-to-face treatment and activities with a minimum of one (1) individual counseling session per week. The other nineteen (19) hours of face-to-face activities shall include, but are not limited to group counseling, education, skill building, recreational therapy, and family services.

- d. Continuing Care or Aftercare – Continuing Care or Aftercare is an organized service that shall provide treatment reinforcement services to the client who has completed treatment. Relapse and recidivism prevention shall be the focus. Generally, approximately one and a half (1.5) hours of individual and/or group activities may be scheduled with each client as determined to be appropriate by the FCDCP Treatment Team.

e. Residential Services

1) Residential Treatment – A Residential Treatment Program shall provide twenty-four (24) hour per day non-medical non-acute care in a residential treatment facility that provides a planned regimen of professionally directed evaluation, treatment, case management, and other ancillary and special services. Observation, monitoring, and treatment are available twenty-four (24) hours a day, seven (7) days a week, with a minimum of one (1) individual counseling session per week with each client.

2) Therapeutic Living Programs:

a) Transitional Living Programs for Adults (TLPA)

These programs provide residential living to residents who are currently receiving substance abuse treatment in a day or outpatient program or have been clinically discharged from treatment yet still are in need of supervision and a clean and sober living environment. All residents in the same transitional residential living program house shall be adults of the same gender. At a minimum, one direct services staff member with a current first aid certificate and CPR training shall be present in the program when residents are present. For non-therapeutic program hours, the program shall have sufficient staff, as approved by the department, to ensure the safety, health, and delivery of the services. A minimum of fifteen (15) hours per week of face-to-face supportive psycho-social services shall be provided to each resident each week.

b) Transitional Living Programs for Parents with Children (TLPAC)

These programs provide residential living services to residents who are currently receiving substance abuse treatment in a day or outpatient program, or who have been clinically discharged from treatment

yet still need supervision and a clean and sober living environment. All residents in the program shall be pregnant women or women with child(ren) or men with child(ren). All adults in the same transitional residential living program house shall be of the same gender. Staff shall be onsite twenty-four (24) hours per day, seven (7) days per week. For non-therapeutic program hours, the program shall have sufficient staff, as approved by the Department of Health, to ensure the safety, health, and delivery of services. A minimum of fifteen (15) hours per week of face-to-face supportive psycho-social services shall be provided to each resident each week.

c) Semi-supervised, Independent but Structured Living Arrangements for Adults (SISLA)

These programs provide a structured living arrangement for adults who need minimum professional or paraprofessional support in order to live in the community and avoid a deterioration in functioning and a more restrictive level of care. Staff must be on site a minimum of twelve hours per day, and on call for twenty-four (24) hours per day, seven (7) days per week. At a minimum, one staff member shall be available for every fifteen (15) residents. All residents in the housing unit shall be adults of the same gender. Further requirements are:

- (1) At least ten (10) hours a week of case management shall be provided to assist residents in independent living skills.
- (2) The program shall maintain scheduled services to facilitate accessibility to and attendance at employment, self-help groups, counseling, and vocational counseling.
- (3) The program shall provide or arrange for educational services appropriate to the level

of functioning and comprehension of the resident.

- (4) The program shall provide residents with information about community resources and assist them in accessing those resources.
- (5) The program shall facilitate peer group support and provide supervision in daily living skills and work.

- f. Sober Housing -- Sober housing shall provide a sober living environment as part of transitional planning for recovering individuals who generally have completed appropriate substance abuse treatment services and who require a supportive, alcohol and drug-free residence that will reinforce sober and responsible behavior. Residents do not require twenty- four (24) hour supervision, rehabilitation, therapeutic services, or home care. Sober houses may be democratically managed and self-supporting, with limited, short-term Judiciary funding provided for eligible clients' rental fees and/or other program operations.

In its proposal, the applicant shall include its policies and procedures regarding the provision of Sober Housing. At a minimum, the policies and procedures must specify that residents may not possess or consume alcohol, illegal drugs, or non-medically prescribed medication on or off the premises.

#### **4. Juvenile Substance Abuse Treatment**

Applicants shall provide dynamic, interactive, culturally sensitive, activity oriented, evidence-based program components designed to engage youth and their parents/guardians as appropriate, in the process of change and the emphasis of programming shall be variety and age appropriateness.

- a. Outpatient Treatment - Provides non-residential services to adolescents with substance abuse problems. Services include orientation, treatment planning, service transitions and discharge planning. Outpatient level of services provide between one (1) to eight (8) hours weekly of face-to-face treatment in non-residential substance abuse services to youths, including individual and group

counseling.

- b. Intensive Outpatient Treatment - Intensive outpatient level of services provide between nine (9) and nineteen (19) hours weekly of face-to-face treatment in non-residential substance abuse services to youth, including individual and group counseling.
  
- c. Residential Treatment - Youths who are determined to require the most intensive level of treatment shall be referred for this level of care. This level of care shall provide twenty-four (24) hour staff secured care in a highly structured, integrated residential setting for approximately one (1) to four (4) months. Residential treatment shall include a planned regimen of professionally directed evaluation, treatment, individual and group counseling, skill building, recreational activities, family services, case management and other ancillary and special services. Services include orientation, assessment, treatment planning, transition/discharge planning, individual and group counseling. Other features of residential substance abuse treatment shall include:
  - 1) Observation, monitoring, and treatment are available twenty-four (24) hours a day, seven (7) days a week.
  - 2) Department of Education approved appropriate grade-level academic program.
  - 3) Consultation with licensed psychiatrist or psychologist trained in child development, family systems, and substance abuse treatment.
  - 4) No co-mingling of adults and juveniles in treatment.

**D. Other Requirements Relating to Service Activities**

- 1. For all adult and juvenile substance abuse service activities, except for sober housing, the applicant shall have the capability and capacity to conduct alcohol and drug testing. Testing materials, training and monitoring of service quality shall be provided by the applicant. The applicant shall provide their written policies and procedures for such testing and shall describe the frequency and application of testing in

treatment. Collection shall be random with gender-specific observation. The applicant shall insure that chain of custody and confidentiality issues are addressed appropriately. The applicant shall identify instrumentation being utilized to conduct such testing and shall have the ability to do laboratory confirmation testing utilizing Gas Chromatography Mass Spectrometry or Liquid Chromatography Tandem Mass Spectrometry. Laboratories conducting such confirmation testing shall be Substance Abuse and Mental Health Services Administration and/or possess College of Addiction Pathologists – Forensic Urine Drug Testing certified. Confirmation testing at Limit of Quantitation levels is preferred.

Additional consideration shall be given to applicants with the capability of administering drug testing through a variety of methodologies. The applicant's proposal shall clearly identify the drug testing methodologies to be utilized and the reason for the selection of the specific methodologies, including all supportive information.

2. Proposals shall delineate the following:
  - a. Identification of target group(s) to be serviced by the Applicant, including any applicable admissions eligibility or exclusionary criteria.
  - b. Identification and brief description of the distinguishing highlights for the evidence-based treatment model(s) to be used.
  - c. Justification for the selection of the evidence-based treatment model(s).
  - d. For Residential and Day treatment programs, the nature and amount of time the client will be involved in structured activities per week.
  - e. (1) Identification of assessment instrument(s) to be used; (2) the purpose of the instruments; and (3) how the instruments will be implemented.
  - f. Identification of training(s) to be provided to staff; the frequency of the training(s); and, supervisory oversight for quality assurance.
  - g. Identification, description and references for the curriculum to be used.

- h. Identification of the program targets for change.
- i. Identification of the program's completion criteria for the clinical discharge of the client.
- j. Identification of the program's termination or discharge criteria.
- k. Description and length of Continuing/Aftercare services.
- l. Identification and description of a quality assurance program that involves client care and the delivery of services, the personnel who will implement the evaluation and review, and the procedures for corrective actions for problems identified.

(For those proposing to provide more than one modality of care, please describe how responses to the above listed items will differ, as applicable, across the continuum.)

- 3. Aftercare components shall include the development and implementation of appropriate transition plans individually tailored for each client that address transition and recovery issues, and relapse prevention.
- 4. Clients in any level of treatment shall meet the most current version of the American Society for Addiction Medicine Patient Placement Criteria (ASAM-PPC 2R) for admission, continuance, and discharge.
- 5. Experience working with drug courts or in providing treatment and/or other appropriate services to criminal justice clients is preferred.
- 6. Additional consideration shall be given to applicants that have a minimum of one year experience in the provision of substance abuse treatment services or in the provision of Therapeutic Living (Supportive Living) services for substance abuse clients. For those applicants that do not have a minimum of one year experience in substance abuse treatment or Therapeutic Living services, qualifications and other supportive information shall be detailed relevant to the applicant's competence to perform the required services.
- 7. Additional consideration shall be given to applicants with the capability to provide the following services:

- Psychological/Psychiatric/Mental Health Evaluations
  - Medication Evaluation/Monitoring
8. The applicant must demonstrate an understanding that the FCDCP requires a team approach to provision of services and specifically to treatment planning and monitoring. Participation as an active member of the FCDCP Treatment Team and the ability to implement treatment decisions made by the team is a requirement as all treatment plans are reviewed and approved by the team. Weekly status reporting to the drug court in writing is also required. For example, written progress reports on the status of each client and family/system (including summaries of counseling sessions with names of those present, location of contact and whether in person or by telephone; drug testing results, etc.) and any recommendations must be provided prior to every drug court hearing. Also, if determined to be necessary by the FCDCP Treatment Team, the applicant must be available to participate in face-to-face meetings with the judge and other members of the Team to discuss all clients on the calendar for the week's drug court hearing, any clients applying for admission, any clients to be invited for admission, and any other issues. Additionally, the applicant must have the capacity to provide frequently updated statistics, including narratives, graphs and charts, on client demographics (e.g., age, race, drug of choice, drug use onset, prior treatment, prior convictions, pending offenses, employment, housing, etc.) and program outcomes (e.g., drug testing results, sanctions imposed, etc.).
  9. The applicant shall have a comprehensive system for staff development and for monitoring and evaluating its service delivery. Staff development must include relating family/systems based interventions to substance abuse treatment.
  10. The applicant shall incorporate best practices/evidenced-based practices, such as a cognitive-behavioral approach, motivational interviewing, etc. into individual and group sessions as appropriate.
  11. The applicant will demonstrate compliance with the State Department of Health, ADAD rules and regulations for the provision of treatment. Because ADAD may not have promulgated rules and regulations with respect to the provision of the services requested in this RFP, the evaluation of any applicant's conformity to this RFP may consider definitional information and description of services set forth in ADAD RFP Number

**E. Management Requirements**

1. Personnel

a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.

(1) The applicant shall ensure that clinical supervision over substance abuse treatment 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, with at least one year experience working in the field of substance abuse/addiction. For the “CR” Track, supervision of facilitators must include monthly documented assessment of adherence to the Hawaii Batterers Intervention Program Standards for the Island of Oahu, Hawaii, 2002 (Revised 7/02) and quarterly monitoring of group sessions by supervisory personnel.

(2) Individuals performing the following function shall be Hawaii State certified substance abuse counselors (CSACs) pursuant to 321-193 (10), Hawaii Revised Statutes (HRS), or hold an advanced degree in behavioral health sciences:

- Clinical supervision

CSACs and individuals who hold an advanced degree in behavioral health sciences 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 (1) hour supervision for every seven (7) 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.

NOTE: Preference will be given to applicants that propose to utilize direct services program staff who are CSACs with bachelors and/or advanced degrees in behavioral health sciences.

- (3) Applicants providing family based interventions shall demonstrate the knowledge, skills, attitudes, and education necessary to deliver such therapy. Staff development in these modalities will also be required.
  - (4) The applicant shall demonstrate that its staff have been appropriately assessed to have the knowledge, skills, attitudes and education necessary to provide services for the specific target populations it is proposing to service.
  - (5) The applicant's program staff may be required to attend training as arranged by the Judiciary on skill-building, specific therapeutic interventions, and other areas related to target populations.
- b. Therapeutic Living Programs shall be provided by staff knowledgeable in substance abuse problems and with experience in case management. All direct service staff shall be familiar with substance abuse and recovery issues. The staff shall also be familiar with practices including knowledge of relapse prevention, vocational rehabilitation, case management, life skills, and community resources.
- 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 close proximity to adult or juvenile clients, or other

program related adolescents or children. At a minimum, applicants will search [www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and [www.nsopr.gov](http://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. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders.). The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- d. The applicant shall conduct Child Protective Services central registry checks on any administrative and program staff and volunteers working in positions which necessitate close proximity to children or adolescents.
- e. The applicant shall submit an agency organizational chart which includes and identifies all programs that the agency /applicant oversees/administers, inclusive of subcontractors and consultants.
- f. The applicant shall have on the premises at least one person currently certified in First Aid and CPR unless otherwise specified by the FCDCP.
- g. The Applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray.

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- h. 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.

2. Administrative

- a. 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.
- b. Court appearances and/or testimony shall be provided as needed.

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.
- c. Applicants shall agree, by contract, to be willing to undergo a program assessment and/or audit designed to assess applicant's implementation of effective practices in working with offenders with substance use problems. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.
- d. Applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two years.

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. Experience

- a. The Applicant must have demonstrated competence or qualifications to perform the required services.
- b. The applicant must have a minimum of one (1) year of experience in the provision of substance abuse treatment services, or in the provision of Therapeutic Living Program and Sober Housing services for substance abuse clients. In the absence of such experience, the Applicant shall provide supporting evidence why the one (1) year requirement should be waived.
- c. The applicant must have a minimum of one (1) year of experience in the provision of services to offenders. In the absence of such experience, the applicant will provide supporting evidence why the one (1) year requirement should be waived.

6. Coordination of service

- a. Applicants shall describe their ability to collaborate with other appropriate services, including, but not limited to, health, mental health, social, educational, vocational rehabilitation and employment services.
- b. Applicants intending to provide only part of the continuum of substance abuse treatment and other specified interventions shall also have and document appropriate linkages to the other required services for FCDCP clients.

7. 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 reporting 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 shall include documentation of the applicant's overall effort towards meeting the program goals and objectives, to include information on the outcome(s) of quality improvement activities engaged in. Furthermore, the applicant shall furnish any additional reports or information that the Judiciary may from time to time require or request.
- d. Pursuant to HRS 601-21, the applicant shall comply with the requirements of the statewide substance abuse treatment monitoring program established under HRS 321-192.5. The Judiciary additionally requires that all programs which provide substance abuse treatment services, whether accredited or not accredited by ADAD, participate in the statewide data collection activities under the purview of ADAD unless otherwise specified by the Judiciary.

8. Pricing or pricing methodology to be used

The applicant shall submit a proposal based on a "Negotiated Unit of Service" and/or "Fixed Rate" pricing methodology.

9. Units of service and unit rate

- a. Applicant's proposal shall be based on a "Negotiated Unit of Service" and/or "Fixed Rate" pricing methodology. However,

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applicant’s proposal should reference average expected lengths of treatment proposed in each category and provide fees for units of services as follows:

<u>Service Activity</u>	<u>Unit</u>	<u>Est. Slots/Year*</u>
Drug Testing	Per Test	100-180 tests
Assessments	Per Client	10-20 clients
Family/systems Based Intervention	Per Hour/Client	10-25 clients
Adult Substance Abuse Treatment		
1. Outpatient	Per Session/Client	15-20 clients
2. Intensive Outpatient	Per Session/Client	15-20 clients
3. Day Treatment	Per Day/Client	1-2 clients
4. Continuing Care	Per Session/Client	15-20 clients
5. Residential	Per Bed Day/Client	5-8 clients
6. Therapeutic Living	Per Bed Day/Client	5-10 clients
7. Sober Living	Per Bed Day/Client	8-20 clients
Domestic Violence Intervention	Per Session/Client	5-8 clients
Juvenile Substance Abuse Treatment		
1. Outpatient	Per Session/Client	3-8 clients
2. Intensive Outpatient	Per Session/Client	3-8 clients
3. Residential	Per Bed Day/Client	1-2 clients

The rate shall cover one hundred percent (100 %) of treatment and housing (as applicable) costs for the client and shall also include provision of all workbooks and curricula material necessary to administer treatment services.

\*The numbers indicated here represent only estimated counts for each activity as actual utilization for a program servicing primarily voluntary admissions is difficult to anticipate.

10. Methods of compensation and payment

- a. The applicant shall provide monthly invoices. Information to be included shall be client’s name, date of admission, date of discharge, reason for discharge, level of service provided and number of units provided with corresponding dates and service unit billed.
- b. The applicant shall maximize reimbursements of benefits for all levels of care through Hawaii Quest and Quest Net, the client’s private insurance, the Department of Human Services or any other sources of payment made known to the applicant by the client for treatment, housing or subsistence. Payments to the applicant shall be

reduced by received third party payments.

### **2.17.5 Facilities**

- A. Applicants shall provide a description of its facilities and its conduciveness to the treatment being provided.
- B. Applicants proposing to provide residential treatment and therapeutic living program services shall describe and include in the proposals the following:
  - 1. How security and client accountability will be achieved.
  - 2. A site map of the facility designating all program locations, the location of each dwelling for residential and or therapeutic living program, and the gender for each dwelling.
  - 3. A floor plan for each dwelling laying out each bedroom for clients and resident counselor(s), kitchen, dining area, living area, bathrooms and laundry area; the number of client beds per room; the number of resident counselor bed(s) per room and the maximum capacity for each dwelling.
  - 4. The number of beds licensed for residential and/or therapeutic living program services by the Office of Health Care Assurance (OHCA), Department of Health, State of Hawaii.

**2.18 SVC SPEC TITLE: Maui Drug Court Services, Second Circuit  
DR2MDC - Adult Substance Abuse Treatment Services**

**2.18.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

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

To provide a continuum of adult substance abuse treatment services, delivered in the drug court treatment modality, to male and female felony offenders with drug and/or drug and alcohol related problems who are voluntarily participating in the Maui Drug Court (MDC) Program in the Second Circuit Court, State of Hawaii. The goal of this treatment and compliance monitoring is to provide offenders with the skills and knowledge to effectively deal with their use of drugs and/or drugs and alcohol in order to eliminate their recidivism to criminal behavior.

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

Non-violent adult men and women (ages 18 and older) with drug and/or drug and alcohol related problems who are facing charges, are charged with, or are on probation, parole or furlough for felony offense(s), voluntarily participating in the MDC Program in the Second Circuit Court, State of Hawaii. The approximate number of clients anticipated to be serviced on the island of Maui as specified by this RFP is a static client population of approximately sixty (60) to one hundred twenty (120) clients in each of the two State fiscal years covered by this RFP.

**E. Geographic coverage of service**

Second Circuit –Island of Maui

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

Funding source: State general funds

Other potential funding sources: Federal funds, public and private grants.

Probable funding amounts:

FY 2016      FY 2017      FY 2018      FY 2019

Unspecified general funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4)

years, e.g., July 1, 2015 to June 30, 2019, subject to the appropriation and availability of funds and satisfactory contract performance. All State general funds are contingent on appropriation. Funds are available for only the initial term of the contract from July 1, 2015 to June 30, 2017.

NOTE: 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 these specifications.

## **2.18.2 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.
  - a. Residential programs, in accordance with Title 11, Chapter 98, Special Treatment Facility, must have a Special Treatment Facility license at the time of application and abide by applicable administrative rules governing accreditation of substance abuse treatment programs.
  - b. Unless otherwise specified in this RFP, therapeutic living programs must meet the Department of Health, Alcohol and Drug Abuse Division's (ADAD) Therapeutic Living Program Requirements as specified in the Division's RFP Number HTH 440-08-1 for Substance Abuse Treatment Services until applicable administrative and licensing rules are implemented by the Department of Health. Upon implementation of duly authorized administrative and licensing rules, programs must comply accordingly.
  - c. Sober Housing must meet applicable state and county codes, standards and zoning requirements.
  - d. All applicants shall comply with Title 11, Chapter 175, Mental Health and Substance Abuse System.
  - e. 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 and identification as applicable.

2. The applicant must have an accounting system, with acceptable accounting practices and standards.
3. 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.
4. 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, Proposal 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 proposals.

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

(Refer to §3-149-302, 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 two (2) years, from July 1, 2015 to June 30, 2017. 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. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019. 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 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 One (Procurement Timetable) of this RFP.

If you have any technical questions regarding the RFP process, please call the following individual:

Kelly Kimura, Contracts and Purchasing Office  
Phone: (808) 538-5805 Fax: (808) 538-5802  
Email: [Kelly.Y.Otake@courts.hawaii.gov](mailto:Kelly.Y.Otake@courts.hawaii.gov)

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

Sandra Inouye, Program Specialist, Second Circuit  
Phone: (808) 244-2891 Fax: (808) 244-2870  
Email: [sandra.a.inouye@courts.hawaii.gov](mailto:sandra.a.inouye@courts.hawaii.gov)

**2.18.3. Scope of Work**

**Applicants may propose to provide the whole continuum of services or only a part of the continuum, i.e. In-Custody Substance Abuse/Chemical Dependency Services, In-Community Substance Abuse/Chemical Dependency Services, Residential Substance Abuse/Chemical Dependency Services. Applicants must clearly state the specific service activities they are proposing to provide.**

**NOTE: Proposals will be evaluated by service activity according to Section Four of this RFP and will be scored and ranked separately within the following categories: In-Custody Substance Abuse/Chemical Dependency Services, In-Community Substance Abuse/Chemical Dependency Services, and Residential Substance**

## **Abuse/Chemical Dependency Services.**

The scope of work encompasses the following tasks and responsibilities:

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

To provide a continuum of evidence-based, offender-oriented substance abuse treatment services, delivered in the drug court treatment modality, to adult male and female felony offenders with drug and/or drug and alcohol related problems who are voluntarily participating in the MDC Program in the Second Circuit Court, State of Hawaii. As detailed below, services to be available for clients shall include assessment and substance abuse/chemical dependency treatment while incarcerated and in the community, Residential Substance Abuse/Chemical Dependency Treatment, Therapeutic Living Programs, and Sober Housing as needed.

Modifications to requirements for service delivery may be negotiated between the Judiciary and the selected provider(s) in response to changes in program needs during the contract period.

#### **1. In-Custody Substance Abuse/Chemical Dependency Services:**

Through a collaboration between the Judiciary-MDC and the Department of Public Safety-Maui Community Correctional Center (MCCC), substance abuse treatment/chemical dependency services are to be provided to MDC referred participants while incarcerated at the MCCC. These participants have completed a program screening and have been set to be admitted to the MDC. The MDC In-Custody Treatment Program (ICTP) is an approximate thirty (30) to ninety (90) day program intended to provide substance abuse/chemical dependency treatment for inmates from Maui, Molokai or Lanai who are incarcerated at MCCC and who have been assessed and admitted to the MDC. Participants are housed separately from the general population of MCCC inmates in two dorms: Dorm 3 houses up to twenty (20) males and Dorm 5 has a capacity of up to twelve (12) beds for women.

The partner agencies in this collaborative effort shall provide oversight and direction with regard to the service delivery of the MDC ICTP, including curricula, methodology of the treatment/services provided, case management, and other program activities. Further, the partner agencies shall review and approve the appropriateness of the service delivery prior to program implementation. Service delivery for the MDC ITCP shall be provided as follows:

- a. **Program Structure:** A minimum of twenty-one (21) hours of face-to-face activities per week shall be provided, which includes at least one (1) hour of individual counseling to be conducted with each client. Applicants shall provide a detailed description of the model(s) to be used within a thirty (30) to ninety (90) day program, including the philosophical basis for treatment, and for dealing with incarcerated inmates who have a history of substance abuse/chemical dependency. Program components are as follows:
- 1) **Assessments:** Comprehensive substance abuse assessments shall be provided to those applicants who have successfully completed the Trial Phase requirements and who have been accepted by the MDC for assessment and admission to the program. Assessments shall be conducted or reviewed/approved by those with a current State of Hawaii, Substance Abuse Counselor Certificate. Assessments shall consist of gathering relevant history from the client, including but not limited to, alcohol and other drug abuse using appropriate interview techniques. Provider will obtain corroborative information from significant secondary sources regarding client's alcohol and other drug abuse and psycho-social history. Provider shall identify the appropriate assessment tools to be used and explain to the client the rationale for the use of assessment techniques in order to facilitate understanding. Assessments shall include developing a diagnostic evaluation of the client's substance abuse and any coexisting conditions based on the results of all assessments utilizing the American Society of Addiction Medicine (ASAM) criteria, and the Diagnostic Statistical Manual of Mental Disorders (DSM IV) in order to provide an integrated approach to treatment planning based on the client's strengths, weaknesses, and identified problems and needs.
  - 2) **Group and Individual Counseling:** Initial and updated treatment planning, crisis intervention, individual and group counseling, substance abuse education, and skill building groups shall be provided. For each client, ongoing evaluation of treatment progress shall be provided which includes an assessment of the client's readiness for continued participation in the MDC Program.
  - 3) **Drug Testing:** Random and observed urinalysis shall be

administered throughout the duration of the program at a minimum of twice monthly per client and as needed.

- 4) **Collaboration with Partners:** Open and consistent communication shall be maintained between the prospective provider and the partner agencies based on a commonality of goals in the spirit of mutual support and collaboration.

2. **In-Community Substance Abuse/ Chemical Dependency Services:** In-community substance abuse/chemical dependency services shall consist of the following services (defined below) to be delivered in the drug court treatment modality to clients in an approximate 15-month drug court program. **(Please refer to Table of Recommended Minimum Services Per Week For In-Community Substance Abuse/Chemical Dependency Services as a guideline for service provision.)** Applicants shall provide a detailed description of the model to be used within a drug court program, including the philosophical basis for treatment and for dealing with criminal offenders with a history of substance abuse/chemical dependency. (Note: An available curriculum to consider is the Criminal Conduct and Substance Abuse Treatment by Kenneth W. Wanberg, Ph.D. and Harvey B. Milkman, Ph.D. Other comparable evidence-based models that could be delivered in accordance to the service matrix as detailed in the **Table of Recommended Minimum Services Per Week For In-Community Substance Abuse/Chemical Dependency Services** may also be considered.)

- a. **Program Structure:** Applicants must have the capability to complete assessments, provide initial and updated treatment planning, crisis intervention, individual and group counseling, substance abuse education, skill building groups. Group size shall not exceed thirty (30) participants for each session provided and the maximum facilitator to client ratio shall be 1:15 unless otherwise specified by the MDC. For each client, ongoing evaluation of treatment progress shall be provided which includes a regular review of the appropriateness of the level of care being provided to the client. Programs shall develop and implement appropriate transition plans for each client in the final phases of treatment and prior to entry into continuing care. The plan shall address transition and recovery issues and relapse/recidivism prevention. Program components are as follows:

- 1) **Comprehensive substance abuse assessments** shall be provided to those applicants who have successfully

completed the Trial Phase requirements and who have been accepted by the MDC for assessment and admission to the program. Assessments shall be conducted or reviewed/approved by those with a current State of Hawaii, Substance Abuse Counselor Certificate. Assessments shall consist of gathering relevant history from the client, including but not limited to, alcohol and other drug abuse using appropriate interview techniques. Provider will obtain corroborative information from significant secondary sources regarding client's alcohol and other drug abuse and psycho-social history. Provider shall identify the appropriate assessment tools to be used and explain to the client the rationale for the use of assessment techniques in order to facilitate understanding. Assessments shall include developing a diagnostic evaluation of the client's substance abuse and any coexisting conditions based on the results of all assessments utilizing the American Society of Addiction Medicine (ASAM) criteria, and the Diagnostic Statistical Manual of Mental Disorders (DSM IV) in order to provide an integrated approach to treatment planning based on the client's strengths, weaknesses, and identified problems and needs..

- 2) **Outpatient Treatment:** Provides non-residential comprehensive specialized services on a scheduled basis for individuals with substance abuse/chemical dependency issues. Professionally directed evaluation, treatment, and recovery services shall be provided to clients appropriate for a lower level of substance abuse/chemical dependency related services than would be found in a residential or day treatment program, for a minimum of one (1) hour up to a maximum of eight (8) hours per client per week of face-to-face treatment, including at least one (1) hour per week of individual counseling.
- 3) **Intensive Outpatient Treatment:** Provides non-residential specialized intensive services on a scheduled basis for individuals with substance abuse problems. Such treatment services usually operate for at least three (3) or more hours per day for three (3) or more days per week. Services may include individual and group counseling, medication management, family therapy, educational groups, occupational and recreational therapy, and other therapies. Professionally directed evaluation, treatment, and

recovery services shall be provided, for a minimum of nine (9) hours up to a maximum of nineteen (19) hours per client per week of face-to-face treatment, including at least one (1) hour per week of individual counseling.

- 4) **Drug Testing:** Applicants must have the capability to provide frequent drug and alcohol testing. Drug testing shall include random and observed breath, urine, and hair analysis for all active MDC clients who are receiving or who have received treatment from the selected provider for In-Community Substance Abuse/Chemical Dependency Services as specified in this RFP.
- 5) **Friends and Family Groups:** Psycho-educational sessions shall be provided for all MDC referred program participant friends/families and for all MDC clients who have completed Phases A - C. Approximately fifty percent (50%) of the time allocated to these sessions shall be focused on educational curricula with the remaining fifty percent (50%) of the time spent on process goals.

3. **Residential Substance Abuse Services**

- a. **Residential:** Provides a planned regimen of professionally directed evaluation, treatment, case management, and other ancillary and special services. Observation, monitoring and treatment are available 24 hours a day, seven days a week. A minimum of twenty-four (24) hours per week of face-to-face treatment shall be provided, including a minimum of one (1) hour per week of individual counseling to be scheduled with each client. Programs shall develop and implement appropriate transition plans for each client in the final phases of treatment. The plan shall address transition and recovery issues and relapse/recidivism prevention.

b. **Therapeutic Living:** Provides a less structured residential setting than that of a special treatment facility for those persons recovering from substance abuse. The program shall aid residents in meeting basic needs and provide supportive services through an individualized recovery and discharge plan. The categories of Therapeutic Living Programs are as follows:

1) **Transitional Living Programs for Adults**

These programs provide residential living to residents who are currently receiving substance abuse treatment in a day or outpatient program or have been clinically discharged from treatment yet still are in need of supervision and a clean and sober living environment. All residents in the same transitional residential living program house shall be adults of the same gender. At a minimum, one direct services staff member with a current first aid certificate and CPR training shall be present in the program when residents are present. For non-therapeutic program hours, the program shall have sufficient staff, as approved by the department, to ensure the safety, health, and delivery of the services. A minimum of fifteen (15) hours per week of face-to-face supportive psycho-social services shall be provided to each resident each week.

2) **Transitional Living Programs for Parents with Children**

These programs provide residential living services to residents who are currently receiving substance abuse treatment in a day or outpatient program, or who have been clinically discharged from treatment yet still need supervision and a clean and sober living environment. All residents in the program shall be pregnant women or women with child(ren) or men with child(ren). All adults in the same transitional residential living program house shall be of the same gender. Staff shall be onsite twenty-four (24) hours per day, seven (7) days per week. For non-therapeutic program hours, the program shall have sufficient staff, as approved by the Department of Health, to ensure the safety, health, and delivery of services. A minimum of fifteen (15) hours per week of face-to-face supportive psycho-social services shall be provided to each resident each week.

3) **Semi-supervised, independent but structured living arrangements for adults**

These programs provide a structured living arrangement for adults who need minimum professional or paraprofessional support in order to live in the community and avoid a deterioration in functioning and a more restrictive level of care. Staff must be on site a minimum of twelve (12) hours per day, and on call for twenty-four (24) hours per day, seven (7) days per week. At a minimum, one staff member shall be available for every fifteen (15) residents. All residents in the housing unit shall be adults of the same gender.

Further requirements are:

- a) At least ten (10) hours a week of case management shall be provided to assist residents in independent living skills.
- b) The program shall maintain scheduled services to facilitate accessibility to and attendance at employment, self-help groups, counseling, and vocational counseling.
- c) The program shall provide or arrange for educational services appropriate to the level of functioning and comprehension of the resident.
- d) The program shall provide residents with information about community resources and assist them in accessing those resources.
- e) The program shall facilitate peer group support and provide supervision in daily living skills and work.

- c. **Sober Housing:** Sober housing shall provide a sober living environment as part of transitional planning for recovering individuals who generally have completed appropriate substance abuse treatment services and who require a supportive, alcohol and drug-free residence that will reinforce sober and responsible behavior. Residents do not require twenty-four (24) hour supervision, rehabilitation, therapeutic services, or home care. Sober houses may be democratically managed and self-supporting, with limited, short-term Judiciary funding provided for eligible clients' rental fees and/or other program operations.

In its proposal, the applicant shall include its policies and procedures regarding the provision of Sober Housing. At a

minimum, the policies and procedures must specify that residents may not possess or consume alcohol, illegal drugs, or non-medically prescribed medication on or off the premises.

- d. **Drug Testing:** Random and observed breath and urine testing shall be administered in all residential programs described above with the exception of sober housing.

<b>TABLE OF RECOMMENDED MINIMUM SERVICES PER WEEK FOR IN-COMMUNITY SUBSTANCE ABUSE/CHEMICAL DEPENDENCY SERVICES</b>	<b>Individual Counseling</b>	<b>Group Counseling</b>	<b>Alcohol and/or Urinalysis</b>	<b>APPROXIMATE TOTAL HOURS PER WEEK</b>
PHASE A “Intensive Outpatient” (12 weeks minimum)	1 session (1.0 hr.)	4 sessions (2.0 hrs. each)	3	9.0
PHASE B “Outpatient Treatment” (14 weeks minimum)	1 session (1.0 hr.)	2 sessions (2 hrs. each) 1 session (1.5 hrs. each)	2	6.5
PHASE C “Outpatient Treatment” (10 weeks minimum)	1 session (1.0 hr.)	1 session (2.5 hrs. each)	1	3.5

- Note:
- Phase durations are approximate.
  - Individual sessions may be with the individual client alone and/or with the individual client and his/her family/support members.
  - In addition to above service provision, applicant must also provide family group psycho-educational counseling services as indicated in Section 2.4.3.A.2.(5) to all MDC referred program participant friends/families and those MDC clients that have completed Phases A-C.
  - Drug testing services shall be provided for all clients who are receiving or who have received treatment from the applicant.
  - A maximum of three (3) drug hair testings shall also be administered per client.
  - Matrix of services may be modified as needed.

### **Other Requirements Relating to Service Activities:**

4. For service activities requiring drug testing, the testing materials, training and monitoring of service quality shall be provided by the applicant. The applicant shall provide their written policies and procedures for such testing and shall describe the frequency and application of testing in treatment. Collection shall be random with gender-specific observation. The applicant shall insure that chain of custody and confidentiality issues are addressed appropriately. The applicant shall identify instrumentation being utilized to conduct such testing and shall have the ability to do laboratory confirmation testing utilizing Gas Chromatography Mass Spectrometry or Liquid Chromatography Tandem Mass Spectrometry. Laboratories conducting such confirmation testing shall be Substance Abuse and Mental Health Services Administration and/or possess College of Addiction Pathologists – Forensic Urine Drug Testing certified. Confirmation testing at Limit of Quantitation levels is preferred.

Additional consideration shall be given to applicants with the capability of administering drug testing through a variety of methodologies. The applicant's proposal shall clearly identify the drug testing methodologies to be utilized and the reason for the selection of the specific methodologies, including all supportive information.

5. Applicants proposing to provide substance abuse/chemical dependency treatment services shall have the capability to provide treatment that is comprised of individual and group counseling coupled with psycho-educational training which addresses drug and alcohol education, understanding criminal behavior, anger and stress management, social and lifestyle skills development and relapse/recidivism prevention. Offenders will be trained in treatment sessions to identify antisocial thinking, attitudes, behaviors and beliefs; to recognize high-risk situations, places and people surrounding AOD use; and practice how to deal with them in a pro-social manner. Treatment shall take into consideration the psycho-social needs of the client, shall be cognitive and behavioral in approach and shall incorporate a cognitive-behavioral curriculum that addresses the interaction of criminal thinking and substance abuse/chemical dependency using a group treatment format.
6. Applicants proposing to provide substance abuse/chemical dependency treatment services shall delineate the following in their applications:
  - a. Identification of target group(s) to be serviced by the Applicant, including any applicable admissions eligibility or exclusionary

criteria.

- b. Identification and brief description of the distinguishing highlights for the evidence-based treatment model(s) to be used.
- c. Justification for the selection of the evidence-based treatment model(s).
- d. For Residential and Day treatment programs, the nature and amount of time the client will be involved in structured activities per week.
- e. (1) Identification of assessment instrument(s) to be used; (2) the purpose of the instruments; and (3) how the instruments will be implemented.
- f. Identification of training(s) to be provided to staff; the frequency of the training(s); and, supervisory oversight for quality assurance.
- g. Identification, description and references for the curriculum to be used.
- h. Identification of the program targets for change.
- i. Identification of the program's completion criteria for the clinical discharge of the client.
- j. Identification of the program's termination or discharge criteria.
- k. Identification and description of a quality assurance program that involves client care and the delivery of services, the personnel who will implement the evaluation and review, and the procedures for corrective actions for problems identified.

(For those proposing to provide more than one modality of care, please describe how responses to the above listed items will differ, as applicable, across the continuum.)

- 7. Clients in any level of treatment shall meet the most current version of the American Society for Addiction Medicine Patient Placement Criteria (ASAM-PPC 2R) for admission, continuance and discharge.
- 8. Experience working with drug courts or in providing treatment and/or other appropriate services to criminal justice clients is preferred.

9. Additional consideration shall be given to applicants with the capability to provide the following services:
  - Psychological/Psychiatric Evaluations
  - Medication Monitoring
10. Frequent status reporting to the drug court (in writing and in person) is also required. For example, written progress reports on each client's performance (e.g., drug testing results, counseling and meeting attendance, etc.) and recommended action must be provided prior to every drug court hearing; also, the provider is required to participate in weekly meetings with the judge and other members of the MDC Team to discuss all clients on the calendar for the next drug court hearing, any offenders applying for admission, any offenders to be invited for admission, and any other issues. Additionally, the provider must provide frequently updated statistics, including narratives, graphs and charts, on client demographics (e.g., age, race, drug of choice, drug use onset, prior treatment, prior convictions, pending offenses, employment, housing, etc.) and program outcomes (e.g., drug testing results, sanctions imposed, etc.)
11. Applicants will demonstrate compliance with the State Department of Health, ADAD rules and regulations for the provision of treatment.

NOTE: Because ADAD may not have promulgated rules and regulations with respect to the provision of the services requested in this RFP, the evaluation of any applicant's conformity to this RFP may consider definitional information and description of services set forth in ADAD RFP Number HTH 440-08-1 for Substance Abuse Treatment Services.

**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 provide its minimum qualifications for program director(s). Program director is defined as the person responsible for the overall management of the treatment program(s). Applicant shall provide educational backgrounds and experience of any current program director(s).

At a minimum, applicants shall ensure that clinical supervision over treatment activities is provided by certified substance abuse counselors (CSAC) or program administrators certified pursuant to

Section 321-193 (10), Hawaii Revised Statutes; or hold an advanced degree in behavioral health science, with at least one year experience working in the field of substance abuse addiction.

CSACs and individuals who hold an advanced degree in behavioral health services preferably shall perform clinical evaluation, treatment planning and individual, group and family counseling; however, non CSACs or non-master's level providers may be utilized as long as they are directly supervised by a CSAC or master's level counselor, and are working toward certification.

Facilitators of the family psycho-educational groups shall hold an advanced degree in family therapy or other related behavioral health services.

Applicants shall describe its program for increasing clinical staff competencies in the acquisition of evidence-based, offender-oriented treatment. At a minimum, applicants shall demonstrate how direct care staff will be assisted in understanding and applying the risk-need-responsivity principles in their treatment of offenders, as well as the stages of change, motivating the client toward change and behavioral treatment.

- b. For those service activities requiring drug testing of both female and male clients, staffing of substance abuse counselor positions shall be representative of both the female and male gender unless otherwise agreed upon by the applicant and the MDC.
- c. Therapeutic Living Program service activities shall be provided by staff knowledgeable in substance abuse problems and experience in case management.
- d. 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 close proximity to adult or juvenile clients or other program related adolescents or children. At a minimum, applicants will search [www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (**Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center and** [www.nsopr.gov](http://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 the Judiciary for review. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders.). The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- e. The applicant shall submit an agency organizational chart which includes and identifies all programs that the agency/applicant oversees/administers, inclusive of subcontractors and consultants.
- f. The applicant shall conduct Child Protective Services central registry checks on any administrative and program staff and volunteers working in positions which necessitate close proximity to children or adolescents.
- g. The applicant shall have on the premises at least one person currently certified in First Aid and CPR except for sober housing services.
- h. The Applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray.
- i. 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.
- j. The applicant must have sufficient and relevant staff training and development. All direct service staff shall have training in and be familiar with current procedures and practices, intake, admission, and referral of residents.

- k. The applicant shall ensure that staff receive appropriate supervision including clinical supervision and administrative direction.

**2. Administrative**

- a. 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.
- b. Court appearances and/or testimony shall be provided as needed.

**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.
- c. Applicants shall agree, by contract, to be willing to undergo a program assessment and/or audit designed to assess applicant's implementation of effective practices in working with offenders with substance use problems. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.
- d. Applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two years.

**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 and aggregated Year-End Report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any which may be developed and utilized by the Judiciary.

**5. Experience**

- a. The Applicant must have demonstrated competence or qualifications to perform the required services.
- b. The applicant must have a minimum of one (1) year of experience in the provision of substance abuse treatment services, or in the provision of Therapeutic Living Program and Sober Housing services for substance abuse clients. In the absence of such experience, the Applicant shall provide supporting evidence why the one (1) year requirement should be waived.
- c. The applicant must have a minimum of one (1) year of experience in the provision of services to offenders. In the absence of such experience, the applicant will provide supporting evidence why the one (1) year requirement should be waived.

**6. Coordination of service**

- a. Applicants shall describe their ability to collaborate with other appropriate services, including, but not limited to, health, mental health, social, educational, vocational rehabilitation and employment services.
- b. Applicants intending to provide only part of the continuum shall also have and document appropriate linkages to other services in the continuum.

**7. 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 reporting 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. Pursuant to HRS 601-21, the applicant shall comply with the requirements of the statewide substance abuse treatment monitoring program established under HRS 321-192.5. The Judiciary additionally requires that all programs which provide substance abuse treatment services, whether accredited or not accredited by ADAD, participate in the statewide data collection activities under the purview of ADAD.
- d. The applicant shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the applicant's overall effort towards meeting the program goals and objectives, to include information on the outcome(s) of quality improvement activities engaged in. Furthermore, the applicant shall furnish any additional reports or information that the Judiciary may from time to time require or request.

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

The applicant may submit a proposal based on a "Negotiated Unit of Service" pricing methodology and/or a "Fixed Price" pricing methodology, as further described in SECTION THREE of this RFP.

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

- a. Applicant's proposal shall be based on a "Negotiated Unit of Service" and/or "Fixed Rate" pricing methodology. For either pricing methodology proposed, applicant's proposal should reference average expected lengths of treatment proposed in each category and provide fees for units of services as follows:

**Service Activity:**

**Unit of Service:**

**In-Custody Services:**

Assessments	Per Assessment
Individual Counseling	Per Hour/Session
Group Counseling	Per Hour/Session

**In Community Services:**

Assessments	Per Assessment
Intensive Outpatient	Per Hour/Session
Outpatient	Per Hour/Session
Family Group	Per Hour/Session

**Residential Services:**

Residential	Per Bed Day
Therapeutic Living	Per Bed Day
Sober Housing	Per Bed Day

The rate shall cover one hundred percent (100%) of treatment and housing (as applicable) costs for the client and shall also include provision of all workbooks and curricula material necessary to administer treatment services.

**10. Methods of compensation and payment**

- a. The applicant shall provide monthly invoices. Information to be included shall be client's name, date of admission, date of discharge, reason for discharge, level of service provided and number of units provided with corresponding dates and service unit billed.
- b. The applicant shall maximize reimbursements of benefits for all levels of care through Hawaii Quest and Quest Net, the client's private insurance, the Department of Human Services or any other sources of payment made known to the applicant by the client for treatment, housing or subsistence. Payments to the applicant shall be reduced by received third party payments.

**2.15.4. Facilities**

- A. Applicants shall provide a description of its facilities and its conduciveness to the treatment being provided.
- B. Applicants proposing to provide Residential Treatment, Therapeutic Living, and Sober Housing services shall describe and include in the proposal the following:
  - 1. How security and client accountability will be achieved.
  - 2. A site map of the facility designating all program locations, the location of each dwelling for residential, therapeutic living programs, and sober housing, and the gender for each dwelling.
  - 3. A floor plan for each dwelling laying out each bedroom for clients and resident counselor(s), kitchen, dining area, living area, bathrooms and laundry area; the number of client beds per room; the number of resident counselor bed(s) per room and the maximum capacity for each dwelling.
  - 4. The number of beds licensed for residential and/or Therapeutic Living Program services by the Office of Health Care Assurance (OHCA), Department of Health, State of Hawaii.

**2.19 SVC SPEC TITLE: Juvenile Drug Court, Third Circuit  
DR3JRS - Juvenile Residential Services**

**2.19.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

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

The goal of this service is to provide a safe, nurturing environment for juveniles who have been ordered by Drug Court of the Third Circuit and/or referred to participate in a residential program. Programs should provide clients with a safe, clean, supportive, well supervised environment in which minors can develop the tools and skills needed to function in society as young adults. Services should also be reflective of the court's balanced and restorative justice philosophy. The goals of balanced and restorative justice are accountability, competency development, and public safety.

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

Male and female Juvenile Drug Court participants between the ages of 14 to 17 years who are adjudicated as a law violator.

**E. Geographic coverage of service**

Third Circuit - West Hawaii, East Hawaii or Island of Hawaii

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

Probable funding amounts:

<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</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 these specifications.

Funding source: State General Fund

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015, to June 30, 2019, subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract.

**2.19.2 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 its competence or qualifications to perform the required services and shall have a minimum one year experience in the provision of 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 and provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and 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 5, 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 interests of the Judiciary and will be based on the highest ranked proposals.

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

(Refer to §3-149-302, HAR)

[ ] Single term (< 2 yrs)                      [ X ] 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 two (2) years. 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. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015, to June 30, 2019. 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 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 Contracts & Purchasing Office  
Kelly Kimura at (808) 538-5805      Fax: (808) 538-5802  
[Kelly.Y.Otake@courts.hawaii.gov](mailto:Kelly.Y.Otake@courts.hawaii.gov)

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

Hawaii:            Family Court, Third Circuit  
                         Aolani Mills, Program Specialist  
                         Phone: (808) 322-8726                      fax: (808) 961-7671  
                         [aolani.m.mills@courts.hawaii.gov](mailto:aolani.m.mills@courts.hawaii.gov)

                         Third Circuit Court  
                         Grayson Hashida, Drug Court Coordinator  
                         Phone: (808) 443-2201                      fax: (808) 443-2222  
                         Email: [Grayson.K.Hashida@courts.hawaii.gov](mailto:Grayson.K.Hashida@courts.hawaii.gov)

**2.19.3 Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

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

Services are being requested for a residential facility for youth who require a safe, monitored, and

structured living environment.

Specific needs include but are not limited to:

1. Services for adjudicated minors who require residential placement with minimal supervision. Services are to include psycho-social assessment and evaluation, psycho-education training to counseling and training designed to prepare the older adolescent for self-sufficiency and independence, survival skills, personal skills, recreational activities, transportation, basic household and money management, employment, and related skills.
2. Services for adjudicated minors who require a highly structured residential placement to address chronic emotional and behavioral problems. Services are to include counseling and interventions to improve or enhance social, personal, or problem solving skills, counseling and interventions to increase self-discipline, responsibility and self control.

Applicants may submit proposals to do one or all of the above services.

## **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.
- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **[www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and [www.nsopr.gov](http://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. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders). The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The Applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray.
- e. 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.
- f. Applicants shall describe its program for increasing clinical staff competencies in the acquisition of evidence-based, offender-oriented treatment. At a minimum, applicants shall demonstrate how direct care staff will be assisted in understanding and applying the risk-need-responsivity principles in their treatment of offenders, as well as the stages of change, motivating the client toward change and behavioral treatment.

**2. Administrative**

- a. 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.
- b. Court testimony by an applicant representative shall be provided as needed.

**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.
- c. Applicants shall agree, by contract, to be willing to undergo a program assessment and/or audit designed to assess applicant's implementation of effective practices in working with offenders. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.
- d. Applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two years.

**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**

Estimated number of units of service:

East Hawaii: 1 bed spaces per day

West Hawaii: 1 bed space per day

**2.19.4 Facilities**

- A. Applicants shall provide a description of its facilities and its conduciveness to the treatment being provided.

- B. Facilities shall comply with all federal, state, and county laws, ordinances, codes, rules and regulations.

**2.20 SVC SPEC TITLE: Juvenile Drug Court, Third Circuit Court  
DR3JSA - Juvenile Substance Abuse Treatment Services**

**2.20.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

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

The goal of the service is to provide a comprehensive continuum of services to include, assessments, evaluations, treatment plans, intensive outpatient treatment (IOP), outpatient treatment (OP), individual/family therapy, skill training, conflict resolution, mentoring and therapeutic/recreational activities or programs to juveniles referred by the Juvenile Drug Court of the Third Circuit.

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

Male and female Juvenile Drug Court participants between the ages of 14 to 17 years who are adjudicated as a law violator.

**E. Geographic coverage of service**

Service areas include the following:

Third Circuit – West Hawaii, East Hawaii or Island of Hawaii

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

Probable funding amounts:

<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</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 these specifications.

Funding source: State General Funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract.

**2.20.2 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 and shall have a minimum one year experience in the provision of 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 and provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and 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 5, POS Application Checklist, for the website address).
7. The applicant shall incorporate best practices/evidence-based practices in any substance abuse service. Best practices/evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for persons with substance abuse problems, has a system for implementing and maintaining program integrity, and is in conformance to professional standards. For best practices in specific areas of substance abuse, the applicant may consult the Substance Abuse and Mental health Services Administration's (SAMHSA) Treatment Improvement Protocol Drug Addiction Treatment Improvement Protocol Series (TIPS) and the National Institute on Drug Abuse (NIDA) Principles of Drug Addiction Treatment, and/or access the individual government agency websites.

**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 proposals.

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

(Refer to §3-149-302, 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 two (2) years. 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. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019. 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 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 Contracts & Purchasing Office  
Kelly Kimura at (808) 538-5805                      Fax: (808) 538-5802  
[Kelly.Y.Otake@courts.hawaii.gov](mailto:Kelly.Y.Otake@courts.hawaii.gov)

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

Family Court, Third Circuit  
Aolani Mills, Program Specialist  
Phone: (808) 322-8726                      fax: (808) 961-7671  
[aolani.m.mills@courts.hawaii.gov](mailto:aolani.m.mills@courts.hawaii.gov)

Third Circuit Court  
Grayson Hashida, Drug Court Coordinator  
Phone: (808) 443-2201 fax: (808) 443-2222  
Email: [Grayson.K.Hashida@courts.hawaii.gov](mailto:Grayson.K.Hashida@courts.hawaii.gov)

### 2.20.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

Applicants may provide a comprehensive continuum of evidence-based offender-oriented treatment services to include Substance Abuse Assessments, Substance Abuse Education, Outpatient and Intensive Outpatient to adolescents with alcohol and/or other drug related problems who are ordered or directed by the Juvenile Drug Court to obtain such services. Clients in any level of treatment shall meet the most current version of the American Society for Addiction Medicine Patient Placement Criteria (ASAM-PPC) for admission, continuance, and discharge, and documentation shall be included in the client's chart.

1. **Substance Abuse Assessments.** Substance abuse assessments shall be completed or reviewed/approved by certified substance abuse counselors, program administrators certified pursuant to Section 321-193 (10), Hawaii Revised Statutes; or individuals who hold an advanced degree in a behavioral health science. Assessments shall be completed to determine the need for substance abuse treatment and provide a recommended level of service. Assessments will take into consideration client history of substance use; bio-medical conditions and complications; emotional, behavioral or cognitive conditions and complications; readiness to change; relapse, continued use or continued problem potential and recovery/living environment. Assessments shall apply Diagnostic and Statistical Manual and the American Society of Addiction Medicine Patient Placement Criteria.
2. **Substance Abuse Education.** Substance Abuse Education shall provide clients with information pertaining to the pharmacology of substance abuse, lifestyle consequences, emotions management, coping skills and problem-solving training using cognitive behavioral techniques, treatment process, relapse prevention and abstinence maintenance training. The alcohol education and counseling program shall be for eight (8) to ten (10) hours and may include topics on the effects of alcohol on the brain and body, legal and social consequences, triggers to using, etc. The applicant shall also provide a parent/guardian education and counseling program of not more than ten (10) hours.
3. **Outpatient/Intensive Outpatient Treatment.** Outpatient/Intensive Outpatient Treatment provides comprehensive non-residential services to adolescents with substance abuse problems. Program activities shall include professionally directed assessment, initial and updated treatment planning, case management, individual and group counseling, substance abuse education, family counseling and support services. Services may also include, but is not limited to, skill building, recreational therapy, and family

counseling.

Outpatient services shall provide between one (1) and (8) hours per client per week of face-to-face treatment, including one (1) hour of scheduled and documented individual counseling per client per month. Intensive Outpatient services shall provide nine (9) or more hours per week of face-to-face treatment services, including one (1) hour of scheduled and documented individual counseling per client per week.

4. Applicants shall establish and implement policies and procedures for the following:
  - a. Applicants for Outpatient/Intensive Outpatient services shall provide written weekly progress reports for weekly staffing or court hearings. Written admission, staffing and court hearing reports and discharge reports shall be provided to supervising probation officers. Written discharge reports shall be provided no more than five (5) working days after a client's discharge or earlier upon request of the supervising officer for court hearing purposes. Discharge reports shall include the dates of admission, treatment and termination; reasons for termination with explanation; discharge plans and recommendations (including recommendations for handling of client target behaviors, relapse prevention plans, possible sanctions, etc), when applicable. Applicants shall attach sample copies of report formats to be used for these purposes.
  - b. The applicant shall have the capability and capacity to conduct alcohol and drug testing.

The applicant shall provide their written policies and procedures for such testing and shall describe the frequency and application of testing in treatment. Random and observed collection are required. The applicant shall insure that chain of custody and confidentiality issues are addressed appropriately. The applicant shall establish written testing, chain of custody and confidentiality procedures.

The Applicant shall identify instrumentation being utilized to conduct such testing and shall have the ability to do laboratory confirmation testing utilizing Gas Chromatography Mass Spectrometry or Liquid Chromatography Tandem Mass Spectrometry. Laboratories conducting such confirmation testing shall be Substance Abuse and Mental Health Services Administration and/or College of Addiction Pathologists – Forensic Urine Drug Testing certified. Confirmation testing at Limit of Quantitation levels is preferred.

Positive drug test results shall be reported immediately to the supervising probation officer, and a summary of drug test results shall be included in the required weekly reports for each client.

- c. Programs shall notify the supervising officer or program of any prospective major change in a client's status (i.e. potential discharge or level of care change) occurring before the scheduled reporting cycle. Program staff will participate in

staffing meetings with the Juvenile Drug Court when it is determined to be in the best interest of the client's treatment and adjustment.

- d. Applicants who provide Outpatient and Intensive Outpatient treatment modalities shall develop and implement appropriate transition plans for each client prior to discharge. The plan shall address transition and recover issues and relapse prevention, and shall be forwarded to the supervising officer.
  - e. Applicants shall provide treatment transition assistance to the client in the event that treatment funding is terminated, i.e. referral to another program, referral back to the supervising officer, etc.
  - f. Outpatient programs shall collaborate with other community agencies and resources, including but not limited to health, mental health, social, educational, vocational rehabilitation, and employment services for coordination and linkages with other services as part of the continuum of care.
  - g. Shall work together with the Juvenile Drug Court to provide ongoing case review and assessment of the client's progress throughout the treatment period.
  - h. Shall notify the Juvenile Drug Court or probation officer immediately or within 24 hours of juvenile's discharge, missed appointments and any emergencies that he/she experience.
  - i. Agrees to notify the Juvenile Drug Court or probation officer if there are any problems prior to termination of any juvenile, except in cases of emergency such as violence or threat of violence against staff or other clients.
  - j. Ensure that functions such as clinical supervision, clinical evaluation, treatment planning and individual, group and family counseling shall be provided by substance abuse counselors or program administrators certified pursuant to Section 321-193 (10), Hawaii Revised Statutes, or who holds an advance degree in behavioral science, unless otherwise approved by the Alcohol and Drug Abuse Division or the Department of Health, State of Hawaii.
  - k. Total time on placement shall not exceed the length of the juvenile's participation in the Juvenile Drug Court program.
5. Services and treatment are for referrals or placements made by the Juvenile Drug Court of the Third Circuit.

**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.

Applicants shall describe its program for increasing clinical staff competencies in the acquisition of evidence-based, offender-oriented treatment. At a minimum, applicants shall demonstrate how direct care staff will be assisted in understanding and applying the risk-need-responsivity principles in their treatment of offenders, as well as the stages of change, motivating the client toward change and behavioral treatment.

- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search [www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (**Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center**) and [www.nsopr.gov](http://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. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders). The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray.
- e. 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.

## **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.
- c. Applicants shall agree, by contract, to be willing to undergo a program assessment and/or audit designed to assess applicant's implementation of effective practices in working with offenders with substance use problems. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.
- d. Applicants shall provide all program monitoring, assessments and/or evaluation

reports completed within the last two years.

**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 indicate 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.
- d. The applicant shall comply with the requirements of the statewide substance abuse treatment monitoring program established under HRS 321-192.5. The Judiciary additionally requires that all programs which provide substance abuse treatment services, whether accredited or not accredited by the Department of Health, Alcohol and Drug Abuse Division (ADAD), participate in the statewide data collection activities under the purview of ADAD.

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

Negotiated unit of service.

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

Proposals shall include, as applicable, average expected lengths of stays proposed for each level of care; group sizes and frequency of services (i.e. number of sessions per week), as applicable; and provide fees for units of services as follows:

- a. Additional substance abuse assessments/Per Assessment
- b. Outpatient Treatment/Per Hour/Per Individual
- c. Intensive Outpatient Treatment/Per Hour/Per Individual
- d. Individual and Family Counseling /Per Hour/Per Individual/Per Family

(Initial screening and assessments for program acceptance shall be an imbedded cost. Applicants may cite unite rates by the half or quarter hour as applicable.)

**2.20.4 Facilities**

- A. Applicants shall provide a description of its facilities and its conduciveness to the treatment being provided.

**2.21 SVC SPEC TITLE: Juvenile Drug Court, Third Circuit Court  
DR3JSS - Emergency Shelter Care Services**

**2.21.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

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

The goal of the service is to assist juveniles to resolve various problems and conflicts to help them learn socially acceptable behaviors and function in the community as law-abiding citizens. Services should also be reflective of the court's balanced and restorative justice philosophy, and the guiding principles of the Juvenile Detention Alternative Initiative (JDAI). The goals of balanced and restorative justice are accountability, competency development, and public safety. JDAI principles are complimentary in that it can help shape and guide jurisdiction's practice through collaboration and a continuum of services that are culturally competent, relevant and accessible to the youth they serve and reduce the reliance on unnecessary confinement in secured detention.

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

Male and female Juvenile Drug Court participants between the ages of 14 to 17 years who are adjudicated as a law violator.

**E. Geographic coverage of service**

Service areas include the following:  
Third Circuit – West Hawaii, East Hawaii or Island of Hawaii

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

Probable funding amounts:

<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</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 these specifications.

Funding source: State General Funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, 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 two (2) years.

**2.21.2 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 and shall have a minimum one year experience in the provision of 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 and provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and 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 5, 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 proposals.

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

(Refer to §3-149-302, 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 two (2) years. 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. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019. 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 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 Contracts & Purchasing Office  
Kelly Kimura at (808) 538-5805                      Fax: 538-5802  
[Kelly.Y.Otake@courts.hawaii.gov](mailto:Kelly.Y.Otake@courts.hawaii.gov)

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

Family Court, Third Circuit  
Aolani Mills, Program Specialist  
Phone: (808) 322-8726                      fax: (808) 961-7671  
[aolani.m.mills@courts.hawaii.gov](mailto:aolani.m.mills@courts.hawaii.gov)

Third Circuit Court  
Grayson Hashida, Drug Court Coordinator  
Phone: (808) 443-2201                      fax: (808) 443-2222  
Email: [Grayson.K.Hashida@courts.hawaii.gov](mailto:Grayson.K.Hashida@courts.hawaii.gov)

### 2.21.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

Services are being requested for a temporary shelter for youth who require a safe, monitored living environment while awaiting return to their own homes, placement in a substitute home, treatment program, or alternative living arrangement.

1. Specific needs include, but are not limited to:
  - a. The ability to accept referrals within one (1) hour;
  - b. Accommodation of juveniles up to thirty (30) days, with the possibility of extensions;
  - c. A counseling component to address individual client needs as appropriate;
  - d. Transportation; and
  - e. Twenty-four (24) hour supervision by responsible adult staff at an appropriate level to minimize clients' unauthorized departure.
2. Juvenile Drug Court will retain sole authority to screen, determine admissibility, and to control placement.

#### 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.
- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search [www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (**Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center**) and [www.nsopr.gov](http://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. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders). The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The Applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray.
- e. 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.
- f. 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.
- c. Applicants shall agree, by contract, to be willing to undergo a program assessment and/or audit designed to assess applicant's implementation of effective practices in working with juvenile offenders. Based on the assessment/audit report, the

vendor will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.

- d. Applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two years.

#### **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 indicate 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**

Estimated number of units of service:

Hawaii: Minimum of 2 bed spaces island wide and may need additional bed spaces in excess of this number

## MISC. ADMINISTRATIVE DIRECTOR SERVICES

### **2.22 SVC SPEC TITLE: Children’s Justice Center ADCJC – Treatment Services for Child Victims of Intrafamilial Sexual Abuse**

#### **2.22.1 Introduction**

##### **A. & B. – (SEE SECTION 2.0.1)**

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

To provide treatment services for child victims of intrafamilial sexual abuse, including psychological treatment and case management services for child victims and their families. Services may also be provided to sexually reactive children.

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

Child victims of intrafamilial sexual abuse, non-offending parents/caretakers, siblings and other family members, as appropriate. Referrals: Cases are investigated by Department of Human Service/Child Welfare Services (DHS/CWS). Abuse is confirmed, non-offending parents/caretakers are assessed as protective of their children and the case will be closed. Law enforcement conducts criminal investigation or DHS/CWS does not accept a case for investigation, law enforcement investigation only.

##### **E. Geographic coverage of service**

First Judicial Circuit – Island of Oahu  
Third Judicial Circuit – Island of Hawai‘i (if funding is sufficient) – sexually reactive children only.

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

Probable funding amount: \$142,000 per year (pending Legislative approval.)

Funding source: Judiciary Budget (State General Funds)

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 to June 30, 2019, 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 two (2) years.

### **2.22.2 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 Hawai'i 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 practice, 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 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, Proposal Application Checklist, for 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

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

(Refer to §3-149-302, HAR)

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

The initial term of the contract shall be for two (2) years, upon availability of funds. 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 the extension period. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2015 – June 30, 2019. 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 the 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 Contracts & Purchasing Office  
Kelly Kimura at (808) 538-5805 Fax: 538-5802  
Email: [kelly.y.otake@courts.hawaii.gov](mailto:kelly.y.otake@courts.hawaii.gov)

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

Children's Justice Center, First Judicial Circuit  
Jasmine Mau-Mukai at (808)534-6700 Fax: 595-6978  
Email: [jasmine.m.mau-mukai@courts.hawaii.gov](mailto:jasmine.m.mau-mukai@courts.hawaii.gov)

### **2.22.3 Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

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

##### **1. Crisis Outreach and Intervention Services**

The service provider shall provide crisis outreach and intervention services on a timely basis to families who are investigated for reports of intrafamilial child sex abuse, preferably while the family is still at the Children's Justice Center (CJC), or as soon thereafter as is practicable.

##### **2. Intensive Services to Non-Offender Parent/Caretaker**

- a. The provider will provide intensive services to the non-offending parent/caretaker with the goal of minimizing denial and maximizing support to the child to prevent out-of-home placement of the child victim.
- b. Referrals will be made, where appropriate, to Adults Molested as Children (AMAC) groups.

### **3. Trauma Assessments**

The provider will conduct trauma informed assessments, where appropriate, on all child victims in order to assess and individualize their treatment needs and plans.

### **4. Individual, Group and Family Treatment**

- a. Individual, group and family treatment will be made available to victims, non-offending parents/caretakers, siblings and other family members as appropriate. Therapy shall be trauma informed.
- b. Services should be convenient and easily accessed, requiring them to be held in different geographic areas and with flexibility as to the times of services.
- c. Transportation and child care should be made available or subsidized in order to remove barriers to clients receiving services.

### **5. Treatment for Sexually Reactive Children/Youth**

Services shall be provided, through individual and group sessions, to children and their family members who were victims of child sexual abuse/trauma and are now sexually abusing/acting out with other children and are not currently receiving services. Sexually reactive children/youth shall be under the age of 12 years. Older children with special needs shall be considered on a case by case basis.

### **6. Case Management Services**

- a. The provider will assess the needs of each family and provide information, referral and support to access services related to financial assistance, housing, employment, child care, medical and other services.

- b. The provider will provide or subsidize transportation, child care and other necessities, as available, in order to safely keep the child in the family home.
- c. The provider will assist the family in obtaining restraining orders and other legal assistance as may be required.
- d. The provider will assist the family in identifying the activities that will enhance the child's self-esteem, health and welfare, and will make appropriate referrals.

## 7. Referrals

Referrals for services shall be received from the Children's Justice Centers, the Department of Human Services/Child Welfare Services, the Sex Abuse Treatment Center, Law Enforcement, the Family Court, and other professionals as determined by the CJC.

## 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.
- b. 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 close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search [www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and [www.nsopr.gov](http://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. The applicant shall also provide the results of the background checks to the Judiciary contract contact person or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.

- c. The applicant shall have the premises at least once 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 requirement 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**

Fixed price.

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

Not applicable.

**2.23 SVC SPEC TITLE: Center for Alternative Dispute Resolution  
ADRMS - Mediation and Related Dispute Resolution Services**

**2.23.1 Introduction**

**A. & B. – (SEE SECTION 2.0.1)**

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

Provide Hawaii residents and court users with neutral, alternative dispute resolution (ADR) processes that provide opportunities for early, party-driven, efficient and fair resolution of conflicts, and promote the use of ADR as an effective means of resolving appropriate disputes without litigation.

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

Hawaii residents and court users.

**E. Geographic coverage of service**

Service areas consist of, at a minimum, the islands of Kauai, Oahu, Lanai, Molokai, Maui and Hawaii.

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

Probable funding amounts:

<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
\$400,000	\$400,000	\$400,000	\$400,000

Funding source: State general funds

Period of availability: FY 2016 through FY 2019, subject to appropriation and availability of funds, and the satisfactory performance of services by the provider.

**2.23.2 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 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 5, 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             Not allowed

**D. Single or multiple contracts to be awarded**  
(Refer to §3-143-206, HAR)

Single     Multiple     Single & Multiple

**E. Single or multi-term contracts to be awarded**  
(Refer to §3-149-302, HAR)

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

The initial term of the contract shall be for two (2) years, FY 2016 through FY 2017, subject to appropriation and availability of funds, and the

satisfactory performance of services by the provider. The contract may be extended for another two (2) years, subject to appropriation and availability of funds, and satisfactory performance of services by the provider. Execution of a contract amendment is required to extend the contract for the extension period, FY 2018 through FY 2019. The aggregate term of the contract shall not exceed four (4) years, July 1, 2015 - June 30, 2019. 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 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.

For technical questions related to the Request for Proposal process, please contact the following individual:

Judiciary Purchasing Office  
Kelly Kimura at (808) 538-5805                      Fax: (808) 538-5802  
Email: [kelly.y.otake@courts.hawaii.gov](mailto:kelly.y.otake@courts.hawaii.gov)

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

Center for Alternative Dispute Resolution  
Andrew C. Hipp at (808) 539-4237                      Fax: (808) 539-4416  
Email: [cadr@courts.hawaii.gov](mailto:cadr@courts.hawaii.gov)

**2.23.3 Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

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

1. Applicant will provide mediation and related dispute resolution services (“mediation services”), and administration of mediation services for appropriate cases in judicial circuits in the State of Hawaii as described below.
  - a. Applicant will establish and maintain effective referral and intake services.

- b. Applicant will have a statewide training program that allows for uniformity in the training of mediators who provide the mediation services.
  - c. Applicant will have a sufficient number of trained and qualified mediators.
  - d. Applicant will maintain an active program of outreach and education.
  - e. Applicant will provide administration and assistance to the courts in connection with mediation services for court matters.
2. Applicant will provide mediation services for cases that are pending in Hawaii's State Courts as follows:
- a. Where JUDICIARY facilities are adequate to allow for it, the provision of on-site mediation services at no cost to participants for small claims and residential landlord/tenant cases, and where JUDICIARY facilities do not provide adequate space for mediators on-site at court, the provision of mediation services at no cost for these cases in a timely manner at a facility off-site of the JUDICIARY facility;
  - b. Mediation of mortgage foreclosure cases shall be provided by mediators that have received specific training in mediating mortgage foreclosure cases, and will be provided for a reasonable cost; and
  - c. Mediation for other cases that are pending in Hawaii's State Courts will be provided for at a reasonable cost, or at reduced cost or no cost for participants who cannot afford to pay the full rate.
3. Applicant shall provide services to the Family Court of the First Judicial Circuit in connection with the coordination and oversight of the Volunteer Settlement Master process.
4. Applicant will provide mediation services for cases in the community that are not pending in Hawaii's State Courts. Mediation for these cases will be provided for at a reasonable cost, at a reduced cost, or no cost for participants who cannot afford to pay the full rate.

**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.
- b. 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 close proximity to adult or juvenile clients, or other program related to adolescents or children. At a minimum, applicants will search [www.ecrim.ehawaii.gov](http://www.ecrim.ehawaii.gov) (**Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center**) and [www.nsopr.gov](http://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 also 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 the Judiciary for review. The applicant shall also provide the results of the background checks to the Director of the Center for Alternative Dispute Resolution or designee, who, in conjunction with the Judiciary Human Resources Department and the Office of the Staff Attorney, will determine the suitability of any officer, employee, volunteer, or subcontractor with a criminal history record, as applicable by law. Individuals with criminal history records will be given the requisite due process regarding suitability to provide services.
- 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 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**

- a. The applicant shall establish and implement policies and procedures that clearly identify the target population for each type of service, the program content, and methods of service delivery.
- b. The applicant and all its subcontractors, if any, must have the ability to electronically communicate (i.e., e-mail) with the Judiciary in order to transmit reports and other correspondence.

**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.
- c. Applicants shall agree, by contract, to be willing to undergo a program assessment and audit as designated by the contracting agency. Based on the assessment/audit report, the vendor will develop, in concert with the contracting agency, an action plan to address areas which need improvement.

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

- 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 thirty (30) days after the end of the quarter. Year-End reports are due forty-five (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 reporting 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 shall include documentation of the provider's overall effort towards 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**

Fixed price.

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

Not applicable.