



Office of the Administrative Director – Financial Services Department

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Janell Kim
FINANCIAL SERVICES DIRECTOR

November 20, 2014

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Janell Kim, Financial Services Director

SUBJECT: **ADDENDUM NO. 2, REQUEST FOR PROPOSALS NO. J15068
For Health & Human Services for the period July 1, 2015 – June 30,
2017**

Transmitted herewith for your review is one copy of Addendum No. 2, and is hereby made a part of Request for Proposals J15068 for the above Health & Human Services project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Should you have any programmatic questions regarding this addendum, please call the individual listed in the service specifications. Other questions regarding the Request for Proposal may be directed to Kelly Kimura in the Judiciary Contracts & Purchasing Office at 808-538-5805, or email kelly.y.kimura@courts.hawaii.gov

/s/ Janell Kim
Janell Kim

ADDENDUM NO. 2
REQUEST FOR PROPOSALS NO. J15068
Health & Human Services for the Period July 1, 2015 – June 30, 2017
The Judiciary, State of Hawaii

The items listed hereunder are hereby made a part of Request for Proposals No. J15068 for the above Health & Human Services project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Questions submitted relating to RFP J15068, with Judiciary Responses:

Please note answers under specific service specifications are applicable only to that particular service specification.

Section Two – Service Specification 2.1

Q1: RFP Page 2.1-3, #2 states for this service specification, please submit (6) sets (Original plus 5 copies). Whereas page *i* states persons or organizations must submit 4 sets (Orig + 3 copies) of their completed proposal applications. If we are submitting a proposal for the Adult Contract (2.1) what is the correct number of copies that are needed?

A1: Addendum No. 2 deletes, Page 2.1-3, Section A.1.2 General Requirements, A, Number 2, which states to submit six (6) sets.

The number of proposals to submit is indicated on page *i* and also in Section 1.9.8. Applicants may submit hard copies (orig. + 3) of your entire proposal OR proposals may be submitted on CD (4 copies of CD) in Adobe's pdf format along with hard copies of the Proposal Application Identification Form (See SECTION FIVE: ATTACHMENT B, Form SPO-H-200).

Q2: RFP pages 2.1-10, B1 and 2.1-2 Section A. a) Applicants shall have licenses and certificates, as applicable in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.

When submitting the proper documentation for all our employees who have direct contact with the clients do we submit their resumes or can we submit brief experience statements?

A2: 2.1-2 Section A refers to the program licensure not personnel matters. 2.1-10 Section B1, individual resumes are not necessary. Instead, a brief description of the qualifications (to include any certifications, licensures and etc.) should be indicated for the particular position that is being described.

Q3: Service Specifications 2.1, Page 2.1-9, #4, reference to drug/alcohol testing for ACSA. Would urine and saliva testing suffice for this specification or is there a requirement for “blood” screening to be done by treatment providers?

A3: Yes, urine and saliva testing is sufficient. As long as the applicant has the capacity to provide alcohol and drug testing which includes urine and/or blood.

Section Two - Service Specification 2.2

Q4: Regarding Adult and Juvenile Sex Offender Treatment, does the Judiciary recommend a particular evidence based curriculum?

A4: No there is no particular evidence-based curriculum we recommend.

Q5: Regarding Adult and juvenile Sex Offender Treatment, does the Provider need to submit the actual curriculum with the proposal?

A5: Yes, we would like Providers to submit their curriculum with their proposal.

Section Two - Service Specification 2.3

Q6: It appears that there should be only one proposal if multiple services are proposed (in our case services for batterers and victims/children plus supervised visitation). Since there are currently separate contracts for visitation I want to confirm if you want only a single proposal that includes all.

A6: Yes, one proposal for all would be acceptable.

Section Two - Service Specification 2.4

Q7: Please clarify 2.4.3, Scope of Work, A3, regarding adolescents charged with HRS 709-906, abuse of family and household members and/or adolescents involved in dating violence. Who are the youth that will be referred to services and how will they be referred? Are the youth adjudicated or voluntary? What would be the estimated number of referrals for Kauai?

A7: Children and adolescents who witness/experience domestic violence, and juvenile offenders who are involved in dating violence and/or are charged with HRS 709-906, Abuse of Family and Household Members and subsequently adjudicated will be referred for services. Juvenile offenders will be referred by the probation officer following their adjudication. Estimated number of juvenile offenders to be referred annually for Kauai is fifteen (15).

Q8: Could you please clarify the difference between Child Visitation/Exchange as compared to Families (Visitation/Exchange)?

- A8: A Child Visitation/Exchange refers to a visitation/exchange involving each child in a family. Families (Visitation/Exchange) refers to the visitation/exchange involving the entire family. e.g. In a family with 4 children, each child would be counted as a Child Visitation/Exchange, however, that same family would be counted as one (1) Family (Visitation/Exchange).
- Q9: We are planning to submit services for the First, Second, and Fifth Circuit Courts. (The question is from our regional office on Kauai, but may pertain to Honolulu County as well). Under provision of services to children who have experienced domestic violence, can we just apply for the provision of “Child Visitation Center” services?
- A9: According to RFP, each circuit individually reserves the right to purchase only a component of the listed service activity based on availability of funds and need. Therefore, proposals can be submitted for only Child Visitation Center.

Section Two - Service Specification 2.10

- Q10: If we are submitting a proposal for the Adolescent contract (Service Specifications 2.10) what is the correct number of copies that are needed?
- A10: The number of proposals required to be submitted are indicated on page i and also in Section 1.9.8. Applicants may submit hard copies (orig. + 3) of your entire proposal OR proposals may be submitted on CD (4 copies of CD) in Adobe’s pdf format along with hard copies of the Proposal Application Identification Form (See SECTION FIVE: ATTACHMENT B, Form SPO-H-200).
- Q11: For adolescent services can we propose different rates for different services within IOP/OP (such as Individual counseling sessions vs. group sessions)?
- A11: You cannot unbundle the services and just choose from a service and propose a rate for that particular service. You can propose rates for services within the bundles of services.
- Q12: For adolescent services can Intensive Outpatient Services be unbundled instead of reimbursed at a flat rate?
- A12: This is up to the provider as to how they want to submit their proposal. You can propose rates for services within the bundle of services.
- Q13: When submitting the proper documentation for all our employees who have direct contact with the clients do we submit their resumes or can we submit brief experience statements?
- A13: Resumes are desired and you can also include the statements of experience.

Section Two - Service Specification 2.11

- Q14: Please define psycho-social assessment and evaluation 2.11.3A, page 2.11-4.

A14: Comprehensive assessment of client history to cover areas of substance abuse, criminality, education, medical, social, family and mental health history/issues.

Section Two - Service Specification 2.15

Q15: The youth that we serve are ages 16 and up and out of school. Is our target population acceptable for this service specification?

A15: The target population to be served are juveniles between the ages of 12-17 years who are referred for law violations and status offenses who are at risk of being placed in a Juvenile Detention Facility.

Q16: Is it required for proposals for this specification to include all components specified in the service activities section even if some may be irrelevant? For example, if youth served are out of school and do not have children, then after-school tutorial services and parenting classes would not be proposed.

A16: The Reporting Center is a short-term community based alternative that will provide a highly structured environment offering educational, recreational, and skills-training activities for youth. It should incorporate all the components listed in the service specifications section. If a youth is out of school, perhaps that youth could focus on other components of the program. The parenting classes could be for youth with children as well as parents of the youth.

Q17: The pricing methodology to be used is listed as negotiated unit of service or fixed price. So to confirm, there is no preference and we can submit a proposal for this service specification with either a negotiated unit of service or fixed price?

A17: It is up to the Provider submitting the RFP as long as there is a total for the entire bundle.

Q18: Under the Description it states "the goal of this service is to establish a Reporting Center....". On the final page of the Units of service and service rate, it lists Outdoor Experience only.

Is this the service that most closely matches what the Ho`oma`a Program has been providing?

Is "Reporting Center" the new term applicants are recommended to use to replace "Program", as in the Ho`oma`a Program?

A18: Service Specifications 2.15, page 2.15-7, #7, Unit of Service and Service Rate, will be amended to delete Outdoor Experience.

The Ho`o Ma`a Program has been providing services under what is currently section 2.10: Outdoor Experience (Oahu)

The Reporting Center is **not** the new term applicants are recommended to use to replace “Program”.

Section Two - Service Specification 2.17

Q19: In the past, we have offered to provide services to FCDC CR Track for those clients under the jurisdiction of Family Court because of domestic abuse offenses. Over the past years, we have received very few referrals from FCDC.

Also, we have provided a specialized DVI-SA Group over the past years as part of our DVI Adult Program. It makes more sense if that is the only service we would offer, to make it part of the DVI 2.4 Section of the proposal.

Thanks for letting us know if we can continue to write for it by folding it into our Adult Program for Batterers Proposal. We are looking at providing #2 (Adult DVI) only shown on page 2.17-9.

A19: Yes, you can include it in your proposal for Service Spec 2.4 Domestic Violence Intervention Services.

Section Two – Various Service Specifications

Q20: Can we propose different unit rates depending on the service activity? i.e. Individualized assessment vs group rates per session? Another rate for DVI/SA?

A20: Yes. Rates will be negotiated if proposal is selected.

Q21: First Circuit JDC is what service area?

A21: It is under 2.9 Service Specification Title: Juvenile Client and Family Services – JC125SA –Juvenile Substance Abuse Treatment Services.

Q22: We are working on our paperwork to submit a bid for the RFP. We were wondering if there was a link to the formatting that you would like us to use for the proposal. If so, could you please give me the link? If not, do we just format our RFP to follow the sample that is attached?

A22: Proposal Applications shall be submitted to the Judiciary using the prescribed format outlined in Section Three of RFP J15068.

Q23: Are we required to obtain Federal fingerprint-based criminal history record checks on every single volunteer, staff and board member because we serve the elderly, disabled and children?

- A23: The federal fingerprint-based criminal history record check is only required for any person, including, but not limited to any officer, employee, volunteer or subcontractor who provide care or care placement services to vulnerable clients.
- Q24: What happens if we have not conducted a "Federal fingerprint-based criminal history record check" on a volunteer mediator who is assigned to a case that doesn't involve children but the participants bring their children?
- A24: The volunteer mediator may provide mediation services in the case. A federal fingerprint-based criminal history record check is only required for employees, volunteers, and other persons who provide care or care placement services to vulnerable clients, such as children, disabled individuals, or the elderly.
- Q25: Even if we attempted to restrict which volunteers are assigned to cases involving the elderly or youth and completed the Federal fingerprint-based criminal history record check on those specific volunteers, would we still be required to complete the same on every volunteer because we provide services in a building dedicated to youth services?
- A25: The federal fingerprint-based criminal history record check is only required for any person, including, but not limited to any officer, employee, volunteer or subcontractor who provide care or care placement services to vulnerable clients.
- Q26: It was stressed that organizations submitting proposals would need to secure \$1,000,000.00 in automobile insurance. In my reading of Section 5, page 23, Special Conditions, it states that "Automobile liability insurance for automobiles owned or leased by the Provider and used to carry out services specified in this Contract shall be obtained..." Therefore I would like to confirm that the \$1,000,000.00 auto insurance policy is **only required if the contracting entity owns or leases a vehicle AND uses it for business purposes** and that this requirement does not apply to independent contractors and/or volunteers who provide services on behalf of the Provider.
- A26: The Special Conditions states subcontractor(s) are not excused from the Indemnification and/or Insurance provisions of this Contract. The Provider agrees to require its subcontractor(s) to obtain insurance in order to indemnify the State. In your situation above, if a Provider does not own or lease a vehicle for business purposes but have independent contractors and/or volunteers who provide services on behalf of the Provider, the Provider may obtain automobile insurance to cover their independent contractors and/or volunteers. If not, the independent contractors and/or volunteers must obtain the \$1,000,000 automobile insurance.
- Q27: If we submit our proposal by CD in PDF format, do we include an individual copy of the proposals on multiple CDs or is it multiple copies of the proposal on one CD?
- A27: As stated on page 1-6, proposals may be submitted on CD (4 copies of CD) in Adobe's pdf format along with hard copies of the Proposal Application Identification Form (See SECTION FIVE: ATTACHMENT B, Form SPO-H-200).

Each set of 4 CDs submitted shall contain one proposal for each application.

Q28: If a Provider is applying to provide two or more services, does the Provider prepare separate proposals applications or submit one application?

A28: Separate proposals shall be submitted for each Service Specifications.

Q29: What is the procedure for acquiring a waiver for the \$1,000,000 Auto Insurance requirement?

A29: Comptroller's memorandum 2010-06 states that the contractual requirements for Request for Proposals (RFPs) and Invitation for Bids (IFBs) for general liability (GL) be no less than \$1 million per occurrence and \$2 million in the aggregate. It also requires that automobile insurance be no less than \$1 million per accident.

There are no waivers to the aforementioned insurance requirements.

Q30: Can a new employee start work while finger printing is being processed? It can take 6-8 weeks on Maui to process and it would make filling vacancies very difficult. Since this requirement is not part of our current contract, we have no funds to cover the costs of the fingerprinting. Therefore we may not be able to start the fingerprinting until we are notified of the contract award.

A30: The new employee cannot do work that involves care or care placement services for Judiciary clients who are children, disabled, or elderly, but the employee can do other work.

Q31: Please clarify what exactly multiple or alternate proposals means?

A31: Multiple or alternate proposals are when multiple proposals are submitted by a Provider proposing different approaches to a service. RFP J15068 does not allow for multiple or alternate proposals.

Q32: Is there a maximum page number for the proposal?

A32: No. There is not a maximum page number for the proposal.

Amend RFP J15068 as follows:

1. Revise the Notice to Applicant, page i, to correct the Judiciary's website to:

<http://www.courts.state.hi.us/index.html>

2. Revise Service Specifications 2.1, Adult Client Services - Adult Substance Abuse Treatment Services, page 2.1-1, Section E, Geographic coverage of service, to read as follows:

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.

Separate proposals shall be submitted for each circuit.

3. Delete from Service Specifications 2.1, Adult Client Services - Adult Substance Abuse Treatment Services, page 2.1-3, Section A.1.2 General Requirements, A.2:

DELETE:

For this service specification, please submit six (6) sets (original plus 5 copies) of your completed proposal to the Financial Services Division.

4. Revise Service Specifications 2.2, Adult Client Services - Assessment and Treatment of Adult Sex Offenders, page 2.2-8, Section 2.2.3, B.7, Units of service and unit rate, to read as follows:

Estimated units of service (per year)

	Oahu	Maui	Hawaii	Kauai
Sex offender treatment	70	25	20	20
Psychosexual evaluations	55	8	20	5

5. Add to Service Specifications 2.4, Juvenile Client and Family Services - Domestic Violence Intervention Services, page 2.4-1, Section E. Geographic coverage of service, the following:

FOR KAUAI ONLY: Proposals may be submitted for Adult Services only, Juvenile Services only or Adult and Juvenile Services.

6. Revise Service Specification 2.5, Juvenile Client and Family Service - Residential Services, page 2.5-8, Section 2.5.3, B.7, Units of Service and Unit rate, to read as follows:

Estimated number of units of service:

Oahu: 2 - 3 bed spaces per day
Maui: 120 bed days per year
Hawaii: 1 bed space per day
Kauai: 1 bed space per day

7. Add to Service Specifications 2.10, Juvenile Client and Family Services - In-Community Service, page 2.10-4, Section 2.10.3, A.3, Anger Management, the following:

Anger Management (Kauai). 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.

8. Revise Service Specifications 2.15, Juvenile Client and Family Services - In-Community Service – Reporting Center, Page 2.15-7, Section B.7, Units of service and unit rate to read as follows:

4 to 6 youth per month

9. Revise Service Specifications 2.18, Maui Drug Court Services, Second Circuit - Adult Substance, page 2.18-8, Section 2.18.3, A.2.a.2, Continuing Care (Phase A) to read as follows:

Continuing Care (Phase C): Provides non-residential services to individuals with substance abuse/chemical dependency issues that are ready to transition to a lower level of services. Treatment in this phase shall be for two (2) hours of group treatment one (1) day per week per client with an additional one (1) hour per week of individual counseling.

10. Revise Service Specifications 2.18, Maui Drug Court Services, Second Circuit - Adult Substance, Page 2.18-8, Section 2.18.3, A.2.a.4, Intensive Outpatient Treatment (Phase C) to read as follows:

Intensive Outpatient Treatment (Phase A): Provides non-residential specialized intensive services on a scheduled basis for individuals with substance abuse problems. Group treatment services shall operate for a minimum of two (2) hours per day for four (4) 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 per client per week of face-to-face treatment, including at least one (1) hour per week of individual counseling.

11. Revise all Section Two, Service Specifications regarding Personnel Criminal History Record Check requirements to read as follows:

Each Applicant shall conduct criminal history record checks for their staff as follows:

- 1a A State and Federal finger-print based criminal history record check is required for any person, including, but not limited to any officer, employee, volunteer or subcontractor, who provides care or care placement services to vulnerable clients such as children, disabled

individuals, and/or the elderly, or other program related vulnerable clients,
OR

- 1b For persons who do not provide the types of services described in subsection 1a above, the Applicant shall conduct a criminal history record check based on a search of www.ecrim.hawaii.gov (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) for any officer, employee, volunteer or subcontractor who provides the services described in Applicant's proposal.
2. All Applicants shall also conduct a search of the State and National Sex Offender Registries, <http://sexoffenders.hawaii.gov> (State Sex Offender Registry) and www.nsopr.gov (National Sex Offender Public Registry) for any officer, employee, volunteer or subcontractor who is subject to a criminal history record check as provided in subsections 1a or 1b above.
3. The criminal history record check and sex offender registry checks 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 shall be placed in the employee's or volunteer's personnel file and shall be available to the Judiciary for review. The Applicant shall have a written plan for addressing any findings that result from a criminal history/sex offender record check (e.g., actively under the supervision of any criminal justice agency, convicted sex offender) that may affect the treatment milieu or performance of services. Prior to commencing any work or services on the contract, the Applicant shall ensure that any officer, employee, volunteer or subcontractor is suitable to be performing work or services in close proximity to or with unsupervised access to children, disabled and/or elderly clients and/or will not pose a risk to the health, safety, security, or well-being of clients, staff and the general public. Further, the Applicant will ensure the continued suitability of any officer, employee, volunteer or subcontractor to work or provide services to clients.

***12. Add to Section Two, Service Specifications the Service Specification 2.0.1
Introduction:***

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. 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

- **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 st Circuit (Oahu)	2 nd Circuit (Maui, Molokai, Lanai)	3 rd Circuit (Hawaii)	5 th Circuit (Kauai)
		Adult Client Services				
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			
		Juvenile Client and Family Services				
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	JC1ICRC	In-Community Services (Reporting Center)	X			
		Drug Courts				
2.16	DR135	(For Drug Court service in 1 st , 3 rd (adults only) and 5 th 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	
		Administrative Director Services				
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

