



**Office of the Administrative Director – Financial Services Department**

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**Janell Kim**  
FINANCIAL SERVICES DIRECTOR

July 24, 2015

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Janell Kim, Financial Services Director

SUBJECT: **ADDENDUM NO. 1, REQUEST FOR PROPOSALS NO.J16071**  
Girls Court Program Therapist for the Fifth Circuit Court for the period  
October 1, 2015 through June 30, 2016

Transmitted herewith for your review is one copy of Addendum No. 1, and is hereby made a part of Request for Proposals J16071 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](mailto:Kelly.Y.Kimura@courts.hawaii.gov)

/s/ Janell Kim  
Janell Kim  
Financial Services Director

# **ADDENDUM NO. 1**

## **REQUEST FOR PROPOSALS NO. J16071**

Girls Court Program Therapist for the Fifth Circuit Court  
for the period October 1, 2015 through June 30, 2016  
The Judiciary, State of Hawaii

The items listed hereunder are hereby made a part of Request for Proposals No. J16071 for the above Health & Human Services project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

### **Notice To Applicants, page ii, shall be amended to read as follows:**

The Judiciary will conduct an orientation meeting on the following date, location and time indicated:

July 20, 2015                      Kauai                      Fifth Circuit Court      10:30 a.m. – 12:00 p.m.

Pu'uhonua Kaulike Building  
Room: Video Conferencing Center #B003  
3970 Ka'ana Street, Lihue, Kauai, HI  
Contact: Marilyn P. Hasegawa    Ph. 808-482-2374  
Email: [Marilyn.P.Hasegawa@courts.hawaii.gov](mailto:Marilyn.P.Hasegawa@courts.hawaii.gov)

### **Questions submitted relating to RFP J16071, with Judiciary Responses:**

- Q1: We are a mental health provider interested in submitting a proposal for your requested girl's court therapy services. Before we draft our proposal, we would like to know if the services could be provided via telemedicine. The physicians we provide would be licensed in Hawaii and have experience in therapy for juvenile detention centers.
- A1: The Girls Court therapist is required to provide individual, family and group (girls group and parents group) therapy for all Girls Court participants and their parents. The therapist needs to be "flexible" with regard to therapy times and places taking into account the girl's/family's needs/limitations (transportation difficulties, work/school schedules etc.) The therapist also participates in monthly pre-hearing activities, pre-hearing Girls Court staffing with the presiding judge, court hearings and weekly Girls Court team meetings. The therapist is available to the Girls Court participants during crisis situations which may include providing support to the client at the Emergency Room and provides consultation to the Girls Court staff during emergencies. The therapist also provides input into the planning of Girls Court activities for the girls and their parents and also participates in the activities as a leader, facilitator and/or chaperone. The therapist also participates as part of the Girls Court treatment team in meetings that may be

scheduled by the Department of Education or Health, and/or any other service providers related to the Girls Court participant. A "telemedicine" approach to providing on-going individual, family and group therapy is not an appropriate or suitable means of providing the required therapeutic and other services related to the Kauai Girls Court Program.

Q2: Do we need to budget funds for snacks and supplies for our group (i.e. girls group, parents group) sessions?

A2: Yes.