



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

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**Janell Kim**  
FINANCIAL SERVICES DIRECTOR

September 8, 2014

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Janell Kim, Financial Services Director

SUBJECT: **ADDENDUM NO. 1, REQUEST FOR PROPOSALS NO. J15102  
For THE GIRLS COURT PROGRAM THERAPIST FOR THE  
FIFTH CIRCUIT COURT  
For the period November 1, 2014 through June 30, 2015**

Transmitted herewith for your review is one copy of Addendum No. 1, and is hereby made a part of Request for Proposals J15102 for the Girls Court Program Therapist for the Fifth Circuit Court, pursuant to HRS 103F, and shall govern the work taking precedence over previously issued specifications governing the item 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. J15102**

Girls Court Program Therapist for the Fifth Circuit Court  
for the period November 1, 2014 through June 30, 2015

The Judiciary, State of Hawaii

The items listed hereunder are hereby made a part of Request for Proposals No. J15102 for the above Health & Human Services project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

**Section One, Administrative Overview, 1.2 Website References, shall be amended to read as follows:**

The Judiciary Website is <http://www2.hawaii.gov/jud> under “Doing Business with the Judiciary/Solicitations”.

Item	Website
1 Procurement of Health and Human Services	<a href="http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/">http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/</a>
2 RFP website	<a href="http://hawaii.gov/spo2/health/rfp103f/">http://hawaii.gov/spo2/health/rfp103f/</a>
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Click on the “References” tab.
4. General Conditions, AG-103F13	<a href="http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view">http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view</a>
4 Forms	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Click on the “Forms” tab.
5 Cost Principles	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Search: Keywords “Cost Principles”
7 Protest Forms/Procedures	<a href="http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/">http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/</a>
8 Hawaii Compliance Express (HCE)	<a href="http://spo.hawaii.gov/hce/">http://spo.hawaii.gov/hce/</a>
9 Hawaii Revised Statutes	<a href="http://capitol.hawaii.gov/hrscurrent">http://capitol.hawaii.gov/hrscurrent</a>
10 Department of Taxation	<a href="http://tax.hawaii.gov">http://tax.hawaii.gov</a>
11 Department of Labor and Industrial Relations	<a href="http://labor.hawaii.gov">http://labor.hawaii.gov</a>
12 Department of Commerce and Consumer Affairs, Business Registration	<a href="http://cca.hawaii.gov">http://cca.hawaii.gov</a> click “Business Registration”
13 Campaign Spending Commission	<a href="http://ags.hawaii.gov/campaign/">http://ags.hawaii.gov/campaign/</a>
14 Internal Revenue Service	<a href="http://www.irs.gov/">http://www.irs.gov/</a>
<b>(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at <a href="http://hawaii.gov">http://hawaii.gov</a>)</b>	

**Section One, Administrative Overview, 1.25 Cost Principles, shall be amended to read as follows:**

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles as outlined on the SPO website. Refer to Section 1.2 Website Reference for website address. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

**Section Two, Service Specifications, 2.1.1 Introduction, F. Probable funding amounts, source, and period of availability shall be amended to read as follows:**

Probable funding amounts:

FY 2015            FY 2016            FY 2017

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, Federal funds, Special funds

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract will not exceed (3) years, e.g. November 1, 2014 to June 30, 2017 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 eight (8) months. All State funds are contingent on appropriations, and all Federal funds are contingent on the awarding of grant applications.

**Section Two, Service Specifications, 2.1.2 General Requirements, E. Single or multi-term contracts to be awarded, shall be amended to read as follows:**

(Refer to Section 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 eight (8) months. 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.

**Section Two, Service Specifications, 2.1.2 General Requirements, F. RFP contact persons, paragraph one shall be amended to read as follows:**

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

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

Kauai: Program Specialist, Fifth Circuit  
Marilyn Hasegawa at (808) 482-2374 Fax: (808) 482-2442  
Email: [Marilyn.P.Hasegawa@courts.hawaii.gov](mailto:Marilyn.P.Hasegawa@courts.hawaii.gov)

**Section Two, Service Specifications, 2.1.3 Scope of Work, B. Management Requirements (Minimum and/or mandatory requirements) 7.Units of service and unit rate shall be amended to read as follows:**

<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 Session	1 hr. /session	4 sessions/month 5 girls
Family Therapy Session	1 hr. /session	1 session/month 5 families
Treatment Team Meeting	2 hrs. /mtg	1 session/month 5 girls/mo.
Staff Meeting	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 hrs. /week	

**Question submitted relating to RFP J15102, with Judiciary Responses:**

**Q1: Is there a set (dollar) amount for this contract?**

A1: Yes, however, we are asking applicants to submit their proposals based on their best estimate of the cost of providing the services described in this specification. Also, the

contract amount may be increased or decreased if there is any change in the scope of services.

**Q2: Is the Therapist required to participate in the Girls Court monthly activity as well as plan and organize the event?**

A2: Yes, the therapist is required to participate in the monthly activities; however the planning and organization of the activities will be executed as a team which includes the therapist, court officer and designated Girls Court supervisor.

**Q3: Is the Therapist expected to provide “24/7/365” crisis coverage?**

A3: Yes, to the extent possible.

**Q4: Will there be coverage if the Therapist is unavailable/sick? Who will the “ back-up” be?**

A4: Yes, if the therapist is unavailable due to a planned absence or illness, the court officer, Girls Court supervisor or therapist’s supervisor (if any) will provide assistance to the family. Crisis Mobile Outreach may also be contacted if deemed appropriate/necessary.

**Q5: Will the (reporting) forms be parallel to the other Court programs or the Girls Court forms from the other Circuit?**

A5: Yes, it is possible to utilize the Judiciary reporting forms similar to that of other Judiciary programs, however, additional reporting forms may be required.

**Q6: Is it reasonable to have a licensure track professional working under a licensed clinical supervisor?**

A6: Yes, as long as they are well versed in the gender specific, trauma-informed and strengths and family-based treatment/programming and can demonstrate this through education, experience or both.

**Q7: What is the after-hours workload in the First Circuit?**

A7: The Oahu Girls Court program was unable to provide an estimate of their after-hours workload, however, their group size is larger than our anticipated group of five (5) participants.

**Q8: What is the length of each program (each cohort group)?**

A8: The expected length of each cohort group is one (1) year.

**Q9: How many participants are expected in each session?**

A9: We anticipate up to 5 participants per cohort group.

**Q10: Can participants begin the Girls Court program at any time?**

A10: No. There is a clear beginning and an end to the program session. Participants in a cohort will begin the program session together.

**Q11: Where is the original Girls Court model from?**

A11: We are modeling our Girls Court Program after the Oahu Girls Court Program. They have a website which provides an extensive Resource List which includes studies and articles etc. describing “gender-specific” programing in the juvenile justice system.

**Q12: Is this a full-time position?**

A12: Please refer to Page 2.1-9, Units of service and unit rate to assist you in determining the approximate amount of time required for this position.

**Q13: Can more than one therapist share the responsibility of providing the various services (i.e. one therapist providing counseling and another participating in monthly activities)?**

A13: No, this arrangement would not be conducive to the therapist building a sense of continuity and a close relationship with and among the participants. Girls Court emphasizes a team approach to working with the participants and their families.

**Q14: What is the required level of certification for the therapist?**

A14: A Masters in Social Work or higher is the required level of certification for the therapist.

**END OF ADDENDUM NO. 1**