



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

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA STREET, 6<sup>TH</sup> FLOOR • HONOLULU, HAWAII 96813-2807  
TELEPHONE (808) 538-5800 • FAX (808) 538-5802

**Dean H. Seki**  
FINANCIAL SERVICES DIRECTOR

Date: October 5, 2017

To: All Interested Providers

From: Dean H. Seki, Financial Services Director /s/ Dean H. Seki  
The Judiciary, State of Hawaii

Subject: **RFI J18166**  
**Request for Information for Juvenile Mental Health Assessment Services,  
The Judiciary, State of Hawaii, Family Court First Circuit (103F, HRS),  
January 1, 2018 through June 30, 2019**

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 Juvenile Mental Health Assessment Services for the Judiciary, State of Hawaii, Family Court First Circuit, during the period January 1, 2018 through June 30, 2019, 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 **October 12, 2017** to the program contact person listed in the RFI. 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 2017. (Note: The receipt of comments to this RFI will not be a pre-requisite to submit proposals for the subsequent RFP.) Contract(s) resulting from the RFP will be for the period indicated in the service specifications.

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

Thank you.

## **2.13 SVC SPEC TITLE: Mental Health Assessment Services**

### **2.13.1 Introduction**

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

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

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 assessment services are needed for those adolescents who are involved in the juvenile justice system, and are not otherwise eligible for mental health assessment services from another state agency or private insurance plan. The goal is that by effectively identifying and addressing the mental health treatment needs of adolescents in the juvenile justice system will result in more successful outcomes in helping adolescents and their families learn better coping strategies, improving their behavioral and life circumstances, and reducing the likelihood of recidivism.

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

Adjudicated male and female adolescents between the ages of 12-17 being supervised by the First Circuit's Family Court.

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

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

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 2018</u>	<u>FY 2019</u>
----------------	----------------

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 and special funds should they become available.

Period of availability: The Judiciary intends to award a multi-term contract. The

aggregate term of the contract will not exceed (2) years, e.g., January 1, 2018 to June 30, 2019 subject to the appropriation and availability of funds and satisfactory contract performance. All State funds are contingent on appropriations. Funds are available for the term of the contract which is for eighteen (18) months.

### **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. Applicant shall meet clinical standards as defined in the most current Child and Adolescent Mental Health Performance Standards (CAMHPS), including all relevant licensing requirements.
2. The applicant must have demonstrated competence or qualifications to perform the required services, and shall have a minimum of 8-10 years experience working with youth and families active in the juvenile justice system and/or child welfare system.
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 (i.e. 42 C.F.R Part 2, Section 325-101 HRS, Section 334-5 HRS, HIPAA, and FERPA), 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 3-143-608,HAR)**

After-the-fact secondary purchases will not 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 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 term of the contract shall be for 18 months. Funds are available for the term of the contract. The aggregate term of the contract shall not exceed eighteen months, e.g. January 1, 2018 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. 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:

Oahu: Program Specialist, First Circuit  
Anona Gabriel at (808) 954-8275 Fax: (808) 954-8573  
Email: [Anona.L.Gabriel@courts.hawaii.gov](mailto:Anona.L.Gabriel@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. Provide as necessary, the following mental health assessment services:**

- a. Comprehensive mental health assessments. Applicant shall identify assessment tools, and provide a detailed description of what they would include in the mental health assessment.
- b. Focused mental health assessments, completed when a comprehensive mental health assessment was completed on a youth with one year from the current date of referral. Applicant shall identify information to be included in the focused mental health assessment.
- c. Applicant shall be available to meet with youth detained at the Hale Hoomalu Juvenile Detention Facility, or placed at Home Maluhia, Family Court shelter, to complete the mental health assessment in a timely manner.

##### **2. Consultation**

- a. Applicant shall be available to have a consultation session, upon request by probation officer, via telephone conference with the Probation Officer, parent(s)/legal guardian(s) and/or youth to interpret (explain) the written mental health assessment and answer any questions that the parties may have.

#### **B. Management Requirements (Minimum and/or mandatory requirements)**

##### **1. Personnel**

- a. The applicant shall have verifiable experience for the last eight to ten years in providing relevant services to our Family Court youth and families.
- b. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.
- c. The applicant shall conduct a State and Federal fingerprint- based 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 or

unsupervised access to vulnerable clients such as children, disabled, and/or the elderly , or other program related vulnerable clients . In addition, the applicant will conduct a search of the State and National Sex Offender Registries, <http://sexoffenders.ehawaii.gov> (State Sex Offender Registry) and the [www.nsopr.gov](http://www.nsopr.gov) (National Sex Offender Public Registry). 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. Further, the applicant will ensure the continued suitability of any officer, employee, volunteer or subcontractor to work or provide services to vulnerable clients. 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). 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 will be of reputable and responsible character and will not pose a risk to the health, safety, security, or well-being of clients, staff and the general public.

## **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 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 unit rate.

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. Payments to the Applicant shall be reduced by received third party payments.