



Office of the Administrative Director – Financial Services Department

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

Rodney A. Maile
ADMINISTRATIVE DIRECTOR

Terri L. Gearon
FINANCIAL SERVICES DIRECTOR

Daylin-Rose H. Heather
DEPUTY ADMINISTRATIVE DIRECTOR

Date: June 6, 2025

To: All Interested Providers

From: Terri Gearon, Financial Services Director /s/ Terri Gearon
The Judiciary, State of Hawaii

Subject: **Request for Information for Health & Human Services (103F, HRS) for
Big Island Drug Court: Kona Women's Court Cultural Practitioner(s) &
Advisor(s)
RFI J26102**

The Judiciary, State of Hawaii issues this Request for Information (RFI) pursuant to Chapter 103F, Hawaii Revised Statutes, to seek information and recommendations from interested providers for the planned purchase of Health and Human Services for The Judiciary, Third Circuit, Big Island Drug Court: Kona Women's Court Cultural Practitioner(s) & Advisor(s).

Description of the goals of the service

Best practices have long dictated that culturally responsive and culturally relevant evaluation, objectives, and treatment result in better outcomes for individuals receiving substance abuse and mental health treatment. This Cultural Practitioner and Advisors will run cultural activities and group sessions for both the women and men (separate and joint) of Drug Court and assist the Drug Court team to ensure treatment goals and methods are culturally relevant, and that individual treatment plans and the services provided by the program are sensitive and respectful to all participants' backgrounds, beliefs, and practices, to the extent possible.

Description of the target population to be served

Priority One: Women currently enrolled in the Kona Adult Drug Court program

Priority Two: Men currently enrolled in Kona Adult Drug Court program.

Geographic coverage of service

Kona Courthouse Justice Involved Women and Men: Third Circuit - Island of Hawaii

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, Proposal Application Checklist, for the website address).

Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

The selected provider will support the Kona Women's Court by integrating Native Hawaiian and local cultural values, practices, and healing approaches into court operations, treatment coordination, and participant engagement. These services will promote trauma recovery, cultural identity, self-worth, and spiritual healing for justice-

involved women in West Hawai'i. Services will also be available to men in Kona Drug Court.

The provider will:

Offer weekly individual or group-based cultural healing and reflection opportunities, tailored to each participant's cultural background and incorporating universal values.

Provide one hour per week of services for women and one hour for men, with an additional monthly cultural activity lasting approximately eight hours.

Integrate cultural values that support identity, accountability, respect, and healing in all interactions and program activities.

Attend Drug Court staffing meetings and special events when requested, offering cultural insight on participant progress and engagement.

Collaborate with mental health and substance use treatment providers to support cultural identity as part of treatment and recovery.

Communicate regularly with Drug Court Probation Officers and the Drug Court Coordinator regarding participant involvement and strengths.

Support and help plan graduation ceremonies, group openings/closings, and other milestone events in alignment with Hawaiian cultural values and traditions.

Offer cultural education and training to Drug Court team members to improve cultural awareness, language use, and environmental sensitivity in their work with participants.

Serve as a cultural consultant in shaping policy, developing programming, and addressing environmental factors that affect the Women's Court.

Ensure all services are inclusive, and welcoming to participants from all cultural backgrounds.

Uphold professional standards of conduct consistent with Judiciary expectations.

Proposals must demonstrate the applicant's cultural knowledge, lived or generational experience, and community recognition as a trusted leader in this area. While formal licensure is not required, preference will be given to those with experience supporting trauma-impacted or justice-involved populations. Strong ties to the Kona or West Hawai'i community and the ability to respectfully use both Hawaiian and English terms in service delivery are highly valued. Willingness to work collaboratively with judges, probation officers, and treatment providers is essential.

Providers must submit **quarterly reports and annual reports.**

Written comments in response to the RFI shall be emailed to the Mr. Grayson Hashida at Grayson.K.Hashida@courts.hawaii.gov.

The deadline for the receipt of comments is **12:00 p.m., HST, on Friday, June 20, 2025.**

PLEASE NOTE:

- Participation in the RFI is optional and is not required to respond to any subsequent procurement action a purchasing agency may take. Neither the purchasing agency nor interested parties responding have any obligation under the RFI.
- Neither the Judiciary nor any interested party responding to the RFI has any obligation under this process.
- The purchasing agency reserves the right to adopt or not adopt any recommendations presented in response to the RFI.
- This RFI does not commit the Judiciary to solicit or award a contract or to pay any costs incurred in the preparation of the information submitted. The Judiciary reserves the right to accept, reject, or utilize without obligation, any information submitted in response to this request.