



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

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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, Drug Court Peer Specialist(s)  
RFI J26103**

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, Drug Court Peer Specialist(s).

### **Description of the goals of the service**

Mentorship provided by a Peer Specialist plays a vital role in substance abuse treatment, because it provides a crucial layer of support, accountability, and shared experience for individuals in addiction recovery. While a Peer Specialist is considered a best practice in substance abuse treatment, it is particularly critical for women in Drug Court to have access to effective Peer Support by a fellow Drug Court graduate, as studies have shown that women are less comfortable talking about substance use than their male counterparts, and less likely to seek help or treatment. The Drug Court Peer Specialist would be a Drug Court graduate in a peer support role to ensure that participants in the program receive mentorship that is responsive to the unique needs of women.

### **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 applicant shall be a qualified organizations or agencies willing and able to employ a Drug Court graduate in good standing to serve as a Peer Specialist for the Kona Drug Court. Services will support recovery capital development for Priority 1: current and recent graduate women of Kona Drug Court and Priority Two: current men and recent graduates of Kona Drug Court.

Meet individually or in small groups with every current participant and recent graduate to introduce, individualize, review and revise each participant's Recovery Capital Worksheet, guiding participants in identifying their unique strengths, needs, and goals related to long term successful recovery.

Collaborate with probation officers and treatment providers to integrate recovery capital planning into case management.

Co-facilitate Moral Reconciliation Therapy (MRT) groups alongside certified MRT facilitators and be willing and able to receive MRT certification.

Maintain contact with Drug Court graduates for at least 12 months post-graduation, with check-ins at least every 3 months or as needed.

Provide support, referrals, and encouragement to graduates navigating challenges or transitions.

Maintain contact notes and share summaries with the Drug Court Coordinator.

Coordinate with community partners to design and lead peer-led support and recovery activities.

Co-lead events, workshops, and groups that foster inclusion, resilience, and community reintegration.

Maintain flexible availability, including evenings and weekends as needed for outreach and recovery activities.

Communicate regularly with the Drug Court Coordinator to align priorities and scheduling.

Maintain a basic log of outreach contacts, events, and participant engagement.

Submit monthly activity summaries and challenges to the Drug Court Coordinator.

Participate in Drug Court team meetings and offer peer-informed insight as requested.

The Drug Court Peer Specialist must complete the following trainings and certifications:

Motivational Interviewing (MI): Complete an introductory MI course and demonstrate use of MI techniques such as open-ended questions, affirmations, and eliciting change talk in peer interactions.

Moral Reconciliation Therapy (MRT): Complete MRT facilitator certification training or begin as a co-facilitator under supervision until certification is obtained.

Participate in additional Judiciary-offered training related to Recovery Capital, trauma-informed care, gender specific services, recovery support, and peer coaching throughout the contract term.

Proposals must come from agencies capable of hiring, training, and supervising an employee who is a Drug Court graduate in good standing. The Drug Court Peer Specialist must have at least one year of sustained recovery and demonstrate lived experience, stability, and insight into the recovery process. Preference will be given to graduates of the Kona Drug Court.

Applicants must demonstrate:

Strong communication skills and the ability to connect with others through shared lived experience.

Willingness to build relationships with local service providers and develop recovery-focused community events.

Availability to work non-traditional hours.

Commitment to confidentiality, ethical conduct, and professionalism aligned with Judiciary expectations.

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