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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, Women's Mental Health
Professional (1FTE)
RFI J26104**

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, Women's Mental Health Professional (1FTE).

Description of the goals of the service

The goal of the service is to provide a Women's Mental Health Professional who would be assigned to the Keahuolū courthouse's Big Island Drug Court, Kona Women's Court Program. The goal further is to provide consistent and timely mental and behavioral health services to Justice Involved women. This mental health professional would ensure timely screening of at-risk women, including at the jail, at the courthouse, or in the community, and they would be able to provide treatment directly, including treatment for trauma, substance use disorder, and mental health. They would also be available to help stabilize justice-involved women, so that the legal process can take place and community-based treatments can begin. Additionally, this professional would be able to provide or connect the women to medication assisted treatment and a variety of therapies, including behavioral therapies, group therapy, and more. Having a dedicated, full-time Women's Mental Health Professional to provide direct services and assist clients with referrals to the Women's Behavioral Health Beds, and connections with longer-term treatment, crisis stabilization, case management, Department of Health services, and other community mental health resources is critical to ensuring continuity of care for women in the program. This service aligns with the Judiciary's commitment to evidence-based, gender-responsive care and culturally relevant interventions that promote healing, reduce recidivism, and foster accountability. The provider shall promote participant choice, encourage

engagement, and prioritize timely access to care within a collaborative court and treatment team setting.

Description of the target population to be served

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

Priority Two: Women under probation supervision, Intake Services, or other justice-involved women identified as needing mental health services

Geographic coverage of service

Keahuolū Courthouse, 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)

This mental health professional would ensure meeting the mental health needs of Justice Involved women with the following trauma informed services:

1. Trauma-Informed Mental Health Screenings and Initial Assessments (at the Courthouse)

- Respond to referrals from the Drug Court Coordinator in a timely manner by maintaining scheduled office hours at the Kona Courthouse. The Judiciary will provide an office cubicle and access to interview rooms for the Mental Health Provider.
- Coordinate screening activities with court hearings to maximize access and efficiency.
- Conduct initial screenings and assessments for PTSD, depression, anxiety, bipolar disorder, psychosis, and related conditions.
- Evaluate trauma history, family dynamics, cultural identity, and social functioning.
- Collaborate with the Drug Court Probation Officer and the Court to integrate findings into initial case plans.
- Refer participants to follow-up services and comprehensive assessments, as needed.

2. Stabilization: Individual and Group Mental Health Counseling

- Deliver evidence-based therapies, such as manualized cognitive-behavioral therapies, specific to this population, while making efforts to connect the participants to long term community treatments and resources.
- Offer trauma-informed, gender-specific, and culturally relevant counseling.
- Promote regular engagement and adapt services to the client's readiness for treatment.
- Provide referrals to the Women's Behavioral Health Bed Contractor and Drug Court Coordinator.
- Provide initial individual and group counseling as referred by the Drug Court Coordinator.
- Provide or coordinate with licensed prescribers for Medically Assisted Treatment.

3. Psychiatric Care Coordination

- Provide or coordinate with licensed prescribers for psychiatric medication management as needed.
- Ensure continuity of care through collaboration with other medical, case management, and mental health providers.

4. Participation in Drug Court Staffing and Hearings

- Attend weekly or bi-weekly staffing meetings.
- Provide concise updates on participant progress.
- Offer clinical insight and testimony to the Court, when appropriate.

5. Culturally Responsive Service Delivery

- Demonstrate cultural competence with Native Hawaiian, Pacific Islander, and other local communities.
- Incorporate or collaborate with cultural practitioners as appropriate.

6. Reports, Evaluation and Data Collection

- Track engagement, attendance, clinical progress, and treatment outcomes.
- Submit de-identified data and reports upon request by the Drug Court Coordinator.
- The provider will collaborate closely with the Drug Court Coordinator to align services with court priorities and participant needs.
- Providers must submit **quarterly reports** on participant engagement, attendance, referrals, and clinical outcomes. An **annual report** will also be required.
- Reports must be timely and follow Judiciary formatting standards.

7. Collaboration with Judiciary Staff

- Maintain clear communication and coordination with Judiciary probation officers and the Drug Court team.
- Actively participate in multidisciplinary meetings and case planning efforts.

8. Priority Populations:

- **Priority One:** Provide timely services for all Priority One Women currently enrolled in the Kona Adult Drug Court program

Priority Two: Provide flexible capacity for women under probation supervision (non Drug Court Women), Intake Services, or other justice-involved women identified as needing timely services listed above, including at the jail, at the courthouse, or in the community.

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.