State of Hawaii
Department of Human Services
Office of Youth Services

Request for Proposals

O'ahu SAFE HOUSE GROUP HOME

A Community-Based Residential Program

For Services Projected to Begin
JANUARY 1, 2009

RFP Number: HMS-501-09-03

Note: Each applicant using the RFP downloaded from the State Procurement Office (SPO) website must provide contact information to the OYS RFP coordinator (Ms. Kaleve Tufono-Iosefa, 808-586-5668) in order to be advised of any changes, updates, or addenda to the RFP. For your convenience, an RFP Interest Form may be downloaded to your computer, completed, and mailed or faxed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments, or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

LINDA LINGLE
GOVERNOR

MARTHA T. TORNEY
EXECUTIVE DIRECTOR

Phone: (808) 587-5700
Fax: (808) 587-5734

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

OFFICE OF YOUTH SERVICES
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813

REQUEST FOR PROPOSALS
O'ahu SAFE HOUSE GROUP HOME
RFP NO. HMS-501-09-03

The Department of Human Services (DHS), Office of Youth Services (OYS), is requesting proposals from qualified applicants to provide programming to at-risk youth in a safe, temporary, and staff-intensive group home setting. Services shall be provided on the grounds of an existing state facility located in Kalaeloa, O'ahu. The 24-month contract term will commence on or after **January 1, 2009** and may be extended for an additional 48 months, contingent upon program performance and the availability of funds. The contract term will be from **January 1, 2009 to June 30, 2009; July 1, 2009 – June 30 2010.**

Proposals shall be mailed, postmarked by the United States Postal Service on or before, **Monday, December 8, 2008** and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than **4:30 p.m., Hawaii Standard Time (HST), on Monday, December 8, 2008**, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet to the address below:

State of Hawaii
Department of Human Services
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813

Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Office of Youth Services will conduct an orientation on **Wednesday, November 12, 2008** from **1:30pm – 3:30pm** H.S.T. at **820 Mililani Street, Suite 817, Honolulu, Hawaii 96813.** All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is by **Wednesday, November 19, 2008 at 4:30 p.m.**

All written questions will receive a written response from the State on
Inquiries regarding this RFP should be directed to the RFP contact person Kaleve Tufono-Iosefa, Office of Youth Services, 820 Mililani Street, Suite 817, Honolulu, Hawaii 96813, telephone: (808) 586-5668, fax: (808)587-5734, email: KTufono-Iosefa@dhs.hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 4

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN Monday, December 8, 2008 and received by the state purchasing agency no later than 10 days from the submittal deadline.

ALL MAIL-INS

Department of Human Services
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813

OYS RFP COORDINATOR

Kaleve Tufono-Iosefa
Phone: 586-5668
Fax: 587-5734
KTufonoIosefa@dhs.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **4:30pm Hawaii Standard Time (HST), Monday, December 8, 2008.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after **4:30p.m. H.S.T.** on **Monday, December 8, 2008**.

Drop-off Site

Department of Human Services
Office of Youth Services
Haseko Center
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813

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Section 1

Administrative Overview

Section 1
Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	Oct. 31,2008
Distribution of RFP	Oct. 31, 2008
RFP orientation session	Nov. 12, 2008
Closing date for submission of written questions for written responses	Nov. 19, 2008
State purchasing agency's response to applicants' written questions	Nov. 26, 2008
Discussions with applicant prior to proposal submittal deadline (optional)	Nov. 26, 2008
Proposal submittal deadline	Dec. 15, 2008
Discussions with applicant after proposal submittal deadline (optional)	Dec 2008
Final revised proposals (optional)	Dec 2008
Proposal evaluation period	Dec. 2008
Provider selection	Dec 2008
Notice of statement of findings and decision	Dec 2008
Contract start date	Jan 5, 2009

II. Website Reference

The State Procurement Office (SPO) website is www.spo.hawaii.gov

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS…"
2	RFP website	"Health and Human Services, Ch. 103F…" and "RFPs"
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F…" "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at www.hawaii.gov)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	**http://www.hawaii.gov/tax/** click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	**http://www.capitol.hawaii.gov/** click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	**http://www.hawaii.gov/dcca** click "Business Registration"
11	Campaign Spending Commission	**www.hawaii.gov/campaign**

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services, Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813
Phone (808) **587-5700** Fax: (808) **587-5734**

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date:	**Wednesday, November 12, 2008**	**1:30pm – 3:30pm**
Location:	**820 Mililani Street, Ste. 817, Honolulu, Hawaii 96813**	

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VII. Submission of Questions).

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 subsection II-F. All written questions will receive a written response from the state purchasing agency. Deadline for submission of written questions:

Date: Wednesday, November 19, 2008

State agency responses to applicant written questions will be provided by:

Date: Friday, November 26, 2008

VIII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (See page 1-2, Websites Referred to in this RFP). Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.

2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.

3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.

4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)

5. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS)

will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, subparagraph III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine whether the tax clearance is required at time of proposal submittal for this RFP. Tax clearance application may be obtained from the Department of Taxation website. (See paragraph II, Website Reference.)

B. **Program Specific Requirements -** Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.

C. **Multiple or Alternate Proposals -** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

D. **Wages and Labor Law Compliance -** Before a provider enters into a service contract in excess of $25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained form the Hawaii State Legislature website. (See paragraph II, Website Reference.)

E. **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See paragraph II, Website Reference.)

F. **Campaign Contributions by State and County Contractors**. Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a

legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)

G. **Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

H. **Proposal Submittal** – All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.
- Faxed proposals and/or submission of proposals on diskette/CD or transmission by e-mail, website or other electronic means is not permitted.

IX. Discussions with Applicants

A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.

B. **After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

X. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202 and 3-142-203 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

(1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)

(2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)

(3) Late proposals (Section 3-143-603, HAR)

(4) Inadequate response to request for proposals (Section 3-143-609, HAR)

(5) Proposal not responsive (Section 3-143-610(a)(1), HAR)

(6) Applicant not responsible (Section 3-143-610(a)(2), HAR)

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

(1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;

(2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and

(3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	**Procurement Officer**
Name: **Martha T. Torney**	Name: **Kerry Kiyabu**
Title: **Executive Director**	Title: **Administrative & Technical Services Officer**
Mailing Address: 820 Mililani Street, Suite 817 Honolulu, Hawaii 96813	Mailing Address: 820 Mililani Street, Suite 817 Honolulu, Hawaii 96813
Business Address: Same as above.	Business Address: Same as above.

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XXI. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

(1) Performance/Outcome Measures

(2) Output Measures

(3) Quality of Care/Quality of Services

(4) Financial Management

(5) Administrative Requirements

XXII. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXIII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The PROVIDER shall provide a staff secured, community-based residential program for youth in need of a residential placement more structured than a traditional group home but less severe than incarceration at the Hawaii Youth Correctional Facility (HYCF) and to serve as a resource for the Office of Youth Services (OYS) and the Department of Human Services (DHS), Child Welfare Branch (CWSB), for youth in need of temporary out-of-home placement.

B. Planning activities conducted in preparation for this RFP

A Request for Information (RFI) Public Notice was posted on the State of Hawaii procurement notice site www4.hawaii.gov/bidapps on September 19, 2008 to solicit feedback and comments from the public. Additionally, the RFI meeting was held Friday, October 3, 2008 from 1:00p. – 3:00pm at the Kakuhihewa Office Building Conference Room at 601 Kamokila Blvd., 5th Floor, Kapolei, Hawaii. Meeting participants provided positive feedback and comments to improve the O'ahu Safe House Program.

C. Description of the goals of the service

The goal of this program is to provide a safe and temporary living environment in which youth are able to increase their resiliency and reduce their risk factors to such an extent that they are able to safely return to a more permanent living situation. Services will assist youth by increasing their decision-making, social, and independent living skills, and by increasing their commitment to learning and education as important factors in their lives.

D. Description of the target population to be served

The target populations for the Safe House program are:

- Lower-risk adjudicated male juvenile offenders referred by the Family Courts and OYS, ages 13 to 17, who are in need of a safe, temporary, and structured community-based residential program. Youth in this program are generally unable to function in a pro-social manner without constant supervision and support.

- Male youth, ages 13-17, currently under the jurisdiction of or referred by the DHS who are abused, neglected, or exhibiting runaway behavior or other status offenses, and who are in need of a temporary, out-of-home placement until a more suitable, permanent living arrangement can be found.

- Although the initial target group for the Safe House program is juvenile males referred by the Family Courts, OYS, and DHS. Other targeted youth in need of this service may also be identified as future conditions, circumstances, and assessment of needs may dictate.

- The Safe House in Kalaeloa, O'ahu shall serve up to (12) youth at any given time.

E. Geographic coverage of service

The applicant shall provide services to youth in existing, fenced State facility located in Kalaeloa, O'ahu.

F. Probable funding amounts, source, and period of availability

Approximate General Amount	Approximate Federal Amount	Approximate Total Amount
FY 08 $750,000.00	$	$750,000.00
FY 09 $750,000.00	$	$750,000.00
FY 10 $750,000.00	$	$750,000.00
FY 11 $750,000.00	$	$750,000.00
FY 12 $750,000.00	$	$750,000.00
FY 13 $750,000.00	$	$750,000.00

1. The initial contract period shall be for 2 years. Contract may be multi-term and may be extended, at the discretion of OYS, up to 2 additional 24-month periods up to a maximum of 6 years. The option for renewal or extension shall be based on the program's satisfactory performance and the availability of funds.

2. OYS reserves the right to modify the scope of services due to unanticipated future events. There may be unique circumstances including, but not limited to, directives and decrees from State and Federal courts and federal grants, that require modifications be made to continue or improve services. Additionally, should available funding be increased or decreased, OYS reserves the right to add in additional funds or decrease funds at its discretion.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. The applicant shall comply with Chapter 103F, HRS, Cost Principles for Purchases of Health and Human Services identified in SPO-H-201

(effective 10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).

2. The applicant shall comply with other applicable federal cost principles and guidelines, as appropriate and as required by the source of funding.

3. The applicant shall meet all State licensing requirements to operate a community-based residential program within its community. The State shall be responsible to assure that the facilities and buildings meet all applicable building codes and regulations.

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed subject to the approval of OYS and the Chief Procurement Officer.

There are no planned secondary purchases.

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

All proposals will be evaluated, ranked, and awarded separately, and not in relationship with any other alternate proposals submitted.

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms: The initial contract period shall be for 2 years. Contracts may be multi-term and may be extended, at the discretion of OYS, up to 2 additional 24-month periods up to a maximum of 6 years. Request for extension must be in writing. Conditions for extension shall be based on the program's satisfactory performance and the availability of funds and shall be executed prior to the expiration of the current contract period.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written

questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Contact Person: Ms. Kaleve Tufono-Iosefa
Phone: 808-586-5668
Fax: 808-587-5734
Email: KTufono-Iosefa@dhs.hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

Services provided to youth shall be research-based "best practices" that have demonstrated to be effective in identifying and reducing needs and risk factors, increasing assets, and reducing recidivism or anti-social behaviors. The general length of stay in the Safe House Program is 90 days to 180 days. However, the actual length of stay may vary according to the risk level and needs of the youth.

1. Applicants should describe in the proposal how the following basic components are incorporated into their program:

    a. A Coordinated Approach. Establishing an effective continuum of services for youth can only occur within the context of a coordinated program of interagency cooperation. Therefore, the proposal should describe applicant's efforts with other agencies and/or community groups to coordinate and integrate services to youth in the community.

    b. Community Involvement. Community members should be engaged to actively participate in identifying and prioritizing needs and services to be offered to ensure appropriateness and that the needs of all youth are being met. Members of a community also offer a valuable perspective of the strengths, protective factors, and resources within their boundaries.

    c. Building Community Relations. To develop a process for ongoing communication between provider and community leaders for community input. In the spirit of "good neighbors" community stakeholders would be kept informed by the provider of any anticipated major program changes.

    d. Cultural Awareness and Identity. Services and activities for youth should be provided within a context that promotes the understanding and appreciation of the ethnic and cultural diversity of the community.

Youth should have the opportunity to develop an understanding of self and one's own culture and a sense of identity and belonging.

e. Youth Involvement. Youth should be valued, viewed as resources, given useful roles and involved in productive activities in the

organization and the community. Involving youth in developing and implementing services helps to build a sense of ownership, assure appropriateness and success of activities, and provide youth the opportunity to develop leadership skills and to give back to the community.

f. Developmentally Appropriate Programming. Services and activities should be sensitive to the unique needs, characteristics and learning styles of each participant. To the extent possible, services should match the social, emotional, and cognitive ability of the youth in the program.

g. Gender Appropriate Programming. Programs and activities should be responsive to the strengths and unique needs of boys.

h. Family Involvement. Families (biological, hanai, extended, foster, etc.) are considered partners and thereby share in the responsibility for raising healthy and productive youth. Applicants shall provide parent participation and/or support activities to encourage involvement of family members and guardians and/or significant adults in fostering family cohesion and developing positive relationships.

i. A Caring Adult Relationship. Youth should be involved with adults in meaningful interactions and quality relationships that are consistent and provide approval for pro-social behaviors and sanctions for antisocial behaviors. Applicants should provide service activities that successfully link youth and positive adult role models in caring and significant relationships.

2. The Safe House program shall include the following activities:

a. A Safe Place. The program shall be a safe and healthy environment for both staff and youth.

b. Screening and Orientation. Youth referred to the program should be screened to determine suitability and appropriateness. Youth accepted into the program shall be oriented to the services provided and the roles and responsibilities of the youth and applicant.

c. Youth Rights. The applicant shall ensure that all youth admitted into the Safe House Program are afforded equal access to program activities and services.

d. Risk and Needs Assessment. The applicant shall increase strengths and address and reduce risk factors, as indicated by the use of a valid, numerically scored, and objective risk and needs assessment process that contribute to the inability of youth to function in a pro-social manner. The applicant shall also re-assess the risk level and needs of youth at least once prior to the youth's release into the community.

e. Youth Safety and Supervision. The applicant shall ensure that while youth are at the Safe House they remain safely within the group home facility and to prevent access by the general public without proper authorization. Applicant shall ensure that staff is available to all youth, 24 hours a day, seven days a week, twelve months a year. Staff must be responsible for monitoring all security aspects of the facility, including communication, key and lock control and the movement of youths into and out of program facility.

f. Education: The applicant shall arrange for and provide on-site educational services that meet the standards established by the State of Hawaii Department of Education (DOE) and parallel that of the youth's home district school to assure transfer of educational credits earned. For youth who have been certified as special education by the DOE, the provisions established in the youth's Individualized Education Plan shall be coordinated with the youth's home district school to assure compliance and sustained involvement with the DOE.

g. Recreation. Applicant shall provide youth with opportunities for large muscle exercise and structured recreational activities which may include, but are not limited to supervised indoor and outdoor sports, table games and hobby crafts.

h. Cognitive Behavioral or Similar Approach. The applicant shall provide cognitive behavioral modification services to address anti-social or criminal attitudes, beliefs, and thinking patterns and to improve cognitive skills in such areas as anger management and decision-making. The applicant shall also measure changes in the cognitive skill level of youth. Methods other than the cognitive behavioral approach may be utilized if research has shown that an alternative approach has demonstrated to be more effective in addressing the needs of youth.

i. Life Skills Building (social skills, independent living skills, coping with the loss of significant others, etc.). While pro-social values and thinking establishes the foundation, youth must also acquire new

behavioral skills to cope with the stresses and demands of daily living. The applicant shall utilize a curriculum that includes the purpose and objective of the skill, activities to achieve the skill, and how attainment of the skill will be measured.

j. Peer Relationship. The applicant shall assist youth to develop positive peer relationships. Service activities in this area should be provided with the eventual return of youth to his/her community in mind.

k. Leisure Time. The applicant shall assist youth to develop constructive use of leisure time. Service activities in this area should be provided based on the type of resources available in the home community of youth.

l. Case Management. Services to youth shall be comprehensive, consistent, individualized, and holistic in nature. The applicant shall implement a case management system that includes, but is not limited to, individual assessments and determination of functioning levels; identification of service needs; development of individualized service plans and resource identification; linkage to necessary services; coordination, monitoring and assessment of services provided; and periodic review and revision, if necessary, of the service plans.

m. Relapse Prevention. The applicant shall develop relapse prevention plans with the youth that includes the purpose and objectives of the plan and activities to achieve the objectives of the plan.

n. Referral to Appropriate Resources. The applicant may refer youth to other appropriate community-based programs and agencies for services and shall follow-up on referrals to ascertain that services are being provided.

o. Participation in Meetings. The applicant shall, when requested, participate in meetings with representatives of the HYCF, FC, DHS, DOE, DOH, and other pertinent agencies. The purpose of these meetings includes, but is not limited to, updating the agencies on issues, concerns, progress, and problems relating to the provision of services to youth.

p. Follow-Up Services. The applicant shall provide periodic follow-up phone, personal, and/or collateral contacts with youth or the youth's support system (guardian, school, mentor, etc.) for up to six months post-release to determine the progress and stability of youth in the community. In addition, upon contact with the youth, the applicant shall provide youth with supportive counseling, words of encouragement, guidance, referrals to other services, and opportunities to participate in additional skill-building sessions at the program.

q. Meals. The applicant shall be responsible for the provision of major meals (breakfast, lunch, and dinner), beverages, and snacks. Meals shall be nutritionally balanced following state or national dietary guidelines and of appropriate serving sizes to meet the needs of youth. The preparation of meals may be arranged with a private or public agency. NOTE: Should the applicant receive room and board payments from the DHS, funding for this item may be reduced accordingly.

r. Transportation. The applicant shall be responsible for transporting or arranging for the transportation and, if necessary, the supervision of youth at court hearings, medical, dental, and other appointments in the community.

s. Reporting of Serious Incidents. The applicant shall provide written protocol to the Executive Director of the Office of Youth Services for immediate notification in the event of a serious incident such as staff on youth assault, youth on staff assault, youth on youth assault, escape or death.

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

1. Personnel

a. The applicant shall ensure that employees do not have a criminal history or background which poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance), shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in a position which necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee's or volunteer's personnel file and shall be available for review. Criminal history records checks, except for the FBI fingerprint check, shall be conducted annually or as required for licensing purposes.

b. Staff shall be sufficiently trained and knowledgeable in working with and understanding the programmatic and security issues and concerns regarding the targeted youth population prior to providing direct services to youth. Training shall include, but not be limited to, applicant philosophy and goals; policies and procedures regarding confidentiality, client rights, emergency procedures, grievances, record-keeping, reporting child maltreatment, dispensing of medication, behavior management and treatment philosophy, cardio-pulmonary resuscitation and first aid, de-escalation techniques and practices, and the recognition of the side effects of drugs and

medications on youth. In addition, Suicide Prevention/Intervention, Sexual Abuse and Prevention, Lesbian Gay Bisexual Transgender (LGBT) and Mental Health Awareness shall be included.

c. For out-of-state applicants, there shall be established prior to the provision of direct services to youth, a Hawaii-based staff or designee who shall assume the day-to-day responsibilities of establishing and implementing all necessary collaborations, programs, services, and requirements of the agreement.

2. Administrative

a. A no reject policy of appropriate youth shall apply to the Safe House program. A youth may be ejected from the program if the youth poses a danger to self, staff, other youth, or to property.

b. To provide for the safety and security of youth and staff in the program, the applicant shall utilize, at minimum, the following measures:

1) A minimum of two staff on duty at all times;

2) An electronic security system to alert staff when there are unauthorized attempts to enter or leave the program's premises; and

3) A fence surrounding the youth's living quarters.

NOTE: The security system and the fence will be installed by the State.

c. The applicant is required to meet with OYS to discuss any aspect of the services.

d. The applicant is required to maintain detailed records of youth, program activities, and personnel records, in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Copies of pertinent information, such as progress reports and assessments, shall be submitted to the referring agency upon request.

e. The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.

f. The applicant shall develop a written curriculum or manual that describes the program and service activities, objectives, and strategies. The activities, objectives, and strategies shall be research-based and have demonstrated to be effective in reducing risk factors, increasing strengths, and reducing recidivism and anti-social behaviors.

g. OYS reserves the right to make modifications to the scope of services and in the funding amounts that it is unable to anticipate now. There may be unique circumstances, not limited to directives and decrees from State and Federal courts and federal grants that require these modifications be made to continue or improve services. Additionally, should funding be increased or decreased, OYS reserves the right to add in additional funds or decrease funds at its discretion.

h. The proposal shall describe the general process youth will follow through the program, from referral to discharge and aftercare, and the type of services to be provided at each phase of the program.

i. The applicant shall describe any State and/or national accreditation, affiliation, or standards that will be used to guide the program.

j. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.

k. The applicant may not charge youth and/or their families for program services.

l. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted to OYS for approval prior to the commencement of subcontracted services. All subcontracts must follow the pricing structure and all other requirements of this RFP.

m. Submit to OYS, if applicable, memoranda of agreements and working agreements with other agencies for services under this Agreement prior to the service being provided for review for appropriateness and relevancy.

n. Applicant will be required to purchase, prior to the execution of a contract, a minimum of one million dollars ($1,000,000) general liability insurance *per occurrence* and two million ($2,000,000) in the *aggregate* and automobile insurance for a minimum of one million dollars ($1,000,000) combined single limit per accident and shall name the State as additionally insured. The certificate of

insurance shall also state that the policy shall not be cancelled without providing OYS with 30 days prior written notice of cancellation. **NOTE:** The minimum requirements for insurance may be revised as recommended by the Department of the Attorney General and the State's Risk Management Office.

3. Quality assurance and evaluation specifications

a. All contracts shall be monitored by OYS in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include but may not be limited to:

1) The review of all requirements as stipulated in the contract, including a review of case files.

2) Periodic site visits, scheduled and unscheduled, to review major program service areas, such as:

a) Staff qualification, organization, and effectiveness.

b) Outcomes planning, implementation, and evaluation.

c) File maintenance and record keeping.

d) Transportation and other liability issues.

e) Consumer satisfaction.

3) Access to all materials, files, and documents relating to the provision of services. In addition, OYS may, at its discretion, observe individual, group, and educational sessions conducted by the applicant.

b. The applicant must maintain for the term of the contract the system of evaluation developed by OYS, including the use of evaluation tools and reporting forms. In addition, the applicant must take corrective actions that OYS deems necessary in light of the evaluation data.

4. Output and performance/outcome measurements

a. Qualified applicants are required to achieve the following performance measures:

1) Of the youth served by the program annually, 85% will not commit additional criminal or status offenses for at least six-months after discharge from the program.

2) Of the youth served by the program annually, 85% will increase their attendance and grades in an educational, vocational, or work program and maintain that increase for at least six months after discharge from the program.

3) Of the youth served by the program annually, 85% will be placed in a stable living situation and will remain in a stable living situation for at least six months after discharge from the program.

b. Applicants may develop additional performance measures as mutually agreed upon with OYS.

5. Experience

A Child Caring Institution (CCI) License is not required at the time of submittal of the proposal.

6. Coordination of services

Services to youth shall be comprehensive, consistent, individualized, and holistic in nature. The applicant shall implement a case management system that includes, but is not limited to, individual assessments and determination of functioning levels; identification of service needs; development of individualized service plans and resource identification; linkage to necessary services; coordination, monitoring and assessment of services provided; and periodic review and revision, if necessary, of the service plans.

7. Reporting requirements for program and fiscal data

Timely program and fiscal reports as specified by OYS will generally be due on a quarterly basis and at the end of each budget period. Contracts are programmatically and fiscally monitored by OYS. Monitoring includes the review of program reports and services; invoices; and any issues applicable to services provided. Monitoring may take place at a variety of locations including the applicant's administrative office and the site(s) of service delivery.

8. Pricing structure or pricing methodology to be used

Pricing structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which OYS pays the applicant for budgeted costs that are actually incurred and allocable in delivering the services specified in the contact, up to a stated maximum obligation.

Applicants shall be required to apply the Cost Principles on Purchase of Health and Human Services and other applicable federal cost principles and guidelines as appropriate and as required by the source of funding.

Total funding amount allocated to the contract may be increased or decreased at any time, at the discretion of OYS. Reasons for such increases or decreases include, but are not limited to, the program's performance, availability of funds, cost of living adjustments, utilization rates, and a shifting of community needs and priorities.

9. Units of service and unit rate

Not Applicable

10. Method of compensation and payment

Payments shall be made in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS – Cost Principles, Purchases of Health and Human Services and when applicable, in accordance with the Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122) and subject to the following:

After the first payment made in advance, the monthly/quarterly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.

The OYS shall withhold a final payment of one-twelfth ($1/12^{th}$) the total compensation for each budget period until final settlement of each budget period of a contract. Provided that all expenditures are in compliance with the terms stated in the contract, payment of the lesser of actual costs reported on the final expenditure report or the contract amount for the budget period will be made.

IV. Facilities

A. The applicant shall utilize the *facilities* provided by the State in Hawaii Island. The State *facilities* include a building of adequate size consisting of a kitchen, adequate bedrooms, baths, and common areas for leisure recreation and educational use, storage room, water heater, motion sensor light fixtures, and parking.

B. The applicant shall be responsible for the furnishing of all major and minor appliances, office equipment, bedroom, multi-purpose room, dining room, and classroom furniture, entertainment equipment and devices, cooking and eating

C. utensils as well as other furnishings necessary to operate a 24-hour residential program.

D. For the safety of all residing youths, the applicant shall install and maintain a security alarm system that includes soft security measures and a 24-hour locked fence surrounding the property.

E. The applicant shall assure that the building, surrounding areas, and vehicles are routinely kept and maintained in a clean, safe, and sanitary manner. Routine upkeep and maintenance of the building and surrounding area include, but is not limited to, cleaning of areas where food is consumed; sweeping and moping of floors; mowing of the lawn; cleaning of bathrooms; properly disposing of garbage and trash; replacing of light bulbs; assuring that emergency exits are clear of obstacles, and removing of all hazards that pose a risk to the health and safety of youth in the program.

F. The applicant shall be responsible for the repair of damages to the building structure, fence, fixtures, and furnishings caused by applicant's staff or youth. In addition, applicant shall assure that the structures, fence, fixtures, and furnishings are in good working order and shall be responsible for, but not limited to, the repair of leaky plumbing fixtures, clogged sinks, showers, and toilets, broken windows, screens, louvers, and door handles.

G. The applicant shall be responsible for the maintenance of all utilities including, but not limited to, electricity, gas, water, telephone, fax and data lines, cable television, and related equipment and appliances.

Section 3

Proposal Application Instructions

Section 3
Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being proposed.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services. Applicant shall include points of contact, addresses, e-mail/phone numbers. OYS reserves the right to contact references to verify experiences.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the geographic region of the proposed service delivery. The applicant shall provide support documentation and describe past experiences in collaborating and coordinating related services.

E. Facilities

Not applicable

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

   The applicant shall describe the proposed staffing pattern, youth/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

   The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

   The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

   The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

IV. Service Delivery

The Service Delivery Section shall include a detailed description of how the applicant will approach and provide the service activities and management requirements from Section 2, Item III. – Scope of Work.

The applicant shall provide a work/service plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules, and services to be subcontracted to other individuals or agencies. The Scope of Work section of the proposal includes the following major areas:

1. Service Activities
2. Management Requirements

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

1.	Form SPO-H-205	Budget
2.	Form SPO-H-206A	Budget Justification - Personnel-Salaries & Wages
3.	Form SPO-H-206B	Budget Justification – Personnel: Taxes, assessments & Fringe Benefits
4.	Form SPO-H-206C	Travel-Inter-Island
5.	Form SPO-H-206D	Travel-Out-of-State*

6. Form SPO-H-206F Contractual Services-Subcontracts
7. Form SPO-H-206H Program Activities
8. Form SPO-H-206I Equipment Purchases*
9. Form SPO-H-206J Motor Vehicle*

*Expenditures in these categories are generally not approved without a clear and defined rationale.

B. Other Financial Related Materials

1. Tax Clearance Certificate (Form A-6)

   An original or certified copy of a current, valid tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two-part Tax Clearance Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose.

2. Accounting System

   In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

   a. Latest Single Audit Report of Financial Audit.

   b. Cost Allocation Plan, which demonstrates applicant's expenditures are allocated based on a plan that is reasonable, appropriate, and lawful.

3. Accounting Personnel

   a. Applicant must state which staff positions are responsible for maintaining accounting records and fiscal reporting and approximately the number of hours a week that are devoted to this function.

   b. Applicant shall describe what accounting qualifications are required for each of these positions if not detailed in the submitted Section III. Personnel: Project Organization and Staffing.

   c. Applicant shall state which staff positions will be responsible for filing timely expenditure reports and invoices required by this RFP.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4
Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories		Possible Points
Administrative Requirements		
Proposal Application		**100 Points**
Program Overview	0 points	
Experience and Capability	20 points	
Project Organization and Staffing	20 points	
Service Delivery	45 points	
Financial	15 Points	
TOTAL POSSIBLE POINTS		**100 Points**

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Tax Clearance Certificate (Form A-6) or Compliance Certificate HCE

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

OYS will evaluate the applicant's experience and capability relevant to the proposal contract.

A. Necessary Skills
Does the proposal provide a clear and thorough description of the applicant's skills, abilities, and knowledge relating to the delivery of the proposed services?

B. Experience
Does the proposal clearly and thoroughly describe the applicant's past documented experiences in providing similar services in the most recent five years?

C. Quality Assurance and Evaluation
Does the proposal clearly articulate and adequately describe the applicant's quality assurance and self-evaluation plans and procedures for the proposed services?

D. Coordination of Services
Does the proposal clearly and adequately describe the applicant's experience and capability to coordinate services and collaborate with other agencies and resources in the community?

E. Facilities
Explanation of knowledge of facility and appropriateness for program implementation and accommodation for services.

2. *Project Organization and Staffing (20 Points)*

OYS will evaluate the applicant's overall staffing approach to the service that shall include:

A. *Staffing*

- Proposed Staffing: Does the proposal clearly articulate the staffing/positions needed to provide the requested services and are staff/positions and staff/client ratio reasonable to achieve the objectives of the RFP.
- Staff Qualifications: Are the minimum qualifications and experience of staff assigned to the program sufficiently adequate to assure that services will be provided effectively.

B. *Project Organization*

- Does the proposal adequately describe and demonstrate the applicant's ability to supervise, train, and provide administrative direction to staff relative to the delivery of the proposed services?
- Does the organization chart(s) adequately describe the positions of each staff and the lines of authority for the agency?

3. ***Service Delivery (45 Points)***
Evaluation criteria for this section will assess the applicant's approach, method of service delivery, and method of meeting the management requirements outlined in Section 2, Item III-Scope of Work.

- Does the proposal adequately and clearly provide a description of the work/service plan for the major activities and tasks to be completed, including clarity in work assignments and responsibilities?

- Are the timelines and schedules described in the proposal reasonable?

- Does the work plan clearly articulate the overall service flow from program entry to program completion?

- Does the proposal include all requested information, materials, or curriculum to support and document various service tasks or components, including a description of services anticipated to be subcontracted to other individuals or agencies.

4. ***Financial (15 Points)***

Adequacy of accounting system.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

A. Proposal Application Checklist

B. Sample Table of Contents

C. Draft Special Conditions of 103F Contracts

Proposal Application Checklist

Applicant: _____ RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms ore on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)			X	
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*	X	
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:			X	
CCI License				

_____ Authorized Signature

_____ Date

Organization: _____
RFP No: _____

Sample

Proposal Application
Table of Contents

I. Program Overview 1

II. Experience and Capability 1
- **A.** Necessary Skills 2
- **B.** Experience 4
- **C.** Quality Assurance and Evaluation 5
- **D.** Coordination of Services 6
- **E.** Facilities 6

III. Project Organization and Staffing 7
- **A.** Staffing 7
  - 1. Proposed Staffing 7
  - 2. Staff Qualifications 9
- **B.** Project Organization 10
  - 1. Supervision and Training 10
  - 2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)

IV. Service Delivery 12

V. Financial 20
See Attachments for Cost Proposal

VI. Litigation 20

VII. Attachments
- **A.** Cost Proposal
  - SPO-H-205 Proposal Budget
  - SPO-H-206A Budget Justification - Personnel: Salaries & Wages
  - SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits
  - SPO-H-206C Budget Justification - Travel: Interisland
  - SPO-H-206E Budget Justification - Contractual Services – Administrative
- **B.** Other Financial Related Materials
  - Financial Audit for fiscal year ended June 30, 1996
- **C.** Organization Chart
  - Program
  - Organization-wide
- **D.** Performance and Output Measurement Tables
  - Table A
  - Table B
  - Table C
- **E.** Program Specific Requirements

Organization: _____
RFP No:_____

You may begin inserting any other attachments you may have here, such as:
Work plans
Performance and output tables
Certifications

Before inserting each document, insert a "section break/next page" to preserve formatting of each additional document. If you are hare having problems with formatting, it will be easier to convert all documents to PDF and then insert them into one document.

SPECIAL CONDITIONS

1. **Insurance.** Paragraph 1.4, Insurance, General Conditions, is modified and the PROVIDER agrees to the following:

   In order to protect the PROVIDER as well as the State of Hawaii, the STATE, and their officers and employees covered under the indemnification provision in this Contract, the PROVIDER shall obtain and keep in force throughout the period of this Contract the following insurance:

   Automobile liability insurance for automobiles owned or leased by the PROVIDER and used to carry out services specified in this Contract shall be obtained from a company authorized to do business in the State, or meet Section 431:8-301, Hawaii Revised Statutes if utilizing an insurance company not licensed by the State of Hawaii, and complying with the Hawaii No Fault Insurance Law. The combined amount shall be at least ONE MILLION AND NO/100 DOLLARS ($1,000,000.00) with respect to bodily injury and to property damage. The PROVIDER's policy shall name the STATE, the State of Hawaii and their officers and employees as additional insured. Prior to or upon execution of this Contract, the PROVIDER shall furnish the STATE with a Certificate of Insurance, verifying the existence of such insurance. Such certificate shall also expressly provide that such insurance shall not be canceled unless the insurance company has first given to the STATE thirty (30) calendar days' written notice of the intended cancellation.

   If the PROVIDER is authorized by the STATE to subcontract, subcontractor(s) is not excused from the Indemnification and/or Insurance provisions of this Contract. The PROVIDER agrees to require its subcontractor(s) to obtain insurance in order to indemnify the STATE.

   Failure of the PROVIDER to provide and keep in force such insurance shall be regarded as material default under this Contract, entitling the STATE to exercise any or all of the remedies provided in this Contract for default of the PROVIDER.

   The procuring of such required policy or policies of insurance shall not be construed to limit the PROVIDER's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract. Notwithstanding said policy or policies of insurance, the PROVIDER shall be obliged for the full and total amount of any damage, injury, or loss caused by the negligent act or omission of the PROVIDER or its authorized representatives.

2. **Confidential Information.** In addition to Paragraph 2.1, Confidentiality of Material, General Conditions, the PROVIDER further agrees to the following:

   All information and records about or for the clients served, secured from clients, the STATE, or any other individuals or agencies by the PROVIDER, or prepared by the PROVIDER for the STATE, in satisfaction of this Contract, shall be confidential and shall not be made available to any individual or organization by the PROVIDER without prior written approval of the STATE, subject to provisions of applicable State of Hawaii and Federal statutes, and State of Hawaii Administrative Rules. To ensure the confidentiality of all such information and records, the PROVIDER shall immediately notify the STATE when inquiries for information, including subpoenas are made to the PROVIDER. The PROVIDER shall submit copies of all written requests for information, as well as subpoenas, to the STATE.

3. **Maintain Records.** In addition to Paragraph 2.3, Records Retention, General Conditions. The PROVIDER further agrees as follows:

   The PROVIDER shall maintain statistical, clinical, and administrative records pertaining to services of this Contract. The records shall be subject at all reasonable times to inspection or review by the STATE or Federal representatives directly connected with the program area under this Contract. All records shall be

retained and made accessible for a minimum of six years after the date of submission of the PROVIDER's final report to the STATE; provided that, in the event any litigation, claim, negotiation, investigation, audit, or other action involving the records has been started before the expiration of the 6-year period, the PROVIDER shall retain the records until completion of the action and resolution of all issues that arise from it or until the end of the regular 6-year retention period, whichever occurs later.

4. **Equipment.** All equipment purchased with contract funds under this Contract including items of personal property, as distinguished from real property, that has an acquisition cost of $1,000.00 or more per item and with an expected life of more than one year, shall remain the property of the STATE. All equipment purchased with contract funds must have prior approval from the STATE before purchase to be allowable. Following the Contract period, all equipment shall be reported in the final fiscal report to the STATE. Disposition of said equipment shall be prescribed by the STATE.

5. **Publications.** The PROVIDER shall submit all reports and written publications resulting from this Contract for review, comment and approval prior to publication. Any publications (written, visual or sound), whether published at the PROVIDER's or STATE's expense, shall contain the following statements (Note: This excludes press releases, newsletters, and issue analyses):

> This project was supported by a Contract from the Office of Youth Services, Department of Human Services, State of Hawaii (and if applicable, the name and federal award number of a federal grant funding the contract).
>
> The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Office of Youth Services (and if applicable, the federal grant agency).

6. **HIPAA.** In this Contract "HIPAA" means the Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996*, Pub. L. No. 104-191. PROVIDER is a "health care provider" under HIPAA. A "covered entity" is a health care provider that transmits information in a standard electronic transaction under 45 CFR Parts 160 and 162. If PROVIDER is or becomes a "covered entity", then PROVIDER must comply with all of the rules adopted to implement HIPAA, including rules for privacy of individually identifiable information, security of electronic protected health information, transactions and code sets, and national employer and provider identifiers. See, 45 CFR Parts 160, 162, and 164.