



**Office of the Administrative Director — Support Services Department**

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December 8, 2010

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Janell Kim, Financial Services Administrator

SUBJECT: **ADDENDUM NO. 2, REQUEST FOR PROPOSALS NO. J11030  
For Health & Human Services for the period July 1, 2011 – June 30, 2015**

Transmitted herewith for your review is one copy of Addendum No. 2, and is hereby made a part of Request for Proposals J11030 for the above Health & Human Services project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

**Revision of Section Two, Service Specification 2.2 – ACSO**

Section 2.2 – ACSO, Assessment and Treatment of Adult Sex Offenders, starting at page 2.2-1, has been amended in its entirety, and is attached to this Addendum No. 2

Should you have any programmatic questions regarding this addendum, please call the individual listed in the service specifications. Other questions regarding the Request for Proposal may be directed to Naty Butay in the Judiciary Contracts & Purchasing Office at 808-538-5805, or email [naty.b.butay@courts.state.hi.us](mailto:naty.b.butay@courts.state.hi.us)

A handwritten signature in cursive script, appearing to read "Janell Kim".

Janell Kim

JK/NB:nb  
Transmittal

**2.2 SVC SPEC TITLE: Adult Client Services**  
**ACSO - Assessment and Treatment of Adult Sex Offenders**

**2.2.1 Introduction**

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

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

Sex offender specific treatment services are needed to provide the Judiciary and the community with a comprehensive approach in dealing with adults who are sentenced or directed by the court to obtain sex offender treatment services.

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

Adults (male/female) referred for presentence assessment evaluations and convicted offenders who as a condition of court supervision require sex offender treatment.

**E. Geographic coverage of service**

Service areas include the following:  
First Circuit -- Island of Oahu  
Second Circuit -- Islands of Maui, Lanai, and Molokai  
Third Circuit -- Island of Hawaii  
Fifth Circuit -- Island of Kauai

Separate proposals shall be submitted for each circuit.

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

Probable funding amounts:

<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
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Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

Funding source: State general funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2011 to June 30, 2015, subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract which is for 2 years.

### 2.2.2 General Requirements

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

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. The applicant must have demonstrated its competence or qualifications to perform the required services. The assessor and primary treatment therapist must hold a master's or doctoral degree in one of the disciplines related to human services, such as psychology, social work, nursing, counseling, and psychiatry and meet the academic training and work experience described in the Sex Offender Management Team (SOMT) qualifications guidelines.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201

(Effective 10/01/98), which can be found on the SPO website (See Section

5, ProposalApplication Checklist, for the website address).

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

After-the-fact secondary purchases are allowed.

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

Allowed                       Unallowed

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

Single                       Multiple                       Single & Multiple

Each circuit will award its own contract(s). For Hawaii only: A single contract for treatment services for both sides of the island, and a separate but single contract for psychosexual assessment as part of a presentence investigation.

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

Single term (< 2 yrs)                       Multi-term (> 2 yrs.)

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2011 to June 30, 2015. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single-term contract will be awarded.

**F. RFP contact persons**

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this

RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Judiciary Contracts & Purchasing Office  
Naty Butay at (808) 538-5805 fax: 538-5802  
[Naty.B.Butay@courts.state.hi.us](mailto:Naty.B.Butay@courts.state.hi.us)

If you have any programmatic questions regarding the requested services, please call the following individual:

Oahu: Administrative Services Division, First Circuit  
Liesje Cattaneo at (808) 539-4535 fax: 539-4559  
[Liesje.F.Cattaneo@courts.state.hi.us](mailto:Liesje.F.Cattaneo@courts.state.hi.us)

Maui: Client Services Division, Second Circuit  
Judy Kawano at (808) 244-2792 fax: 244-2870  
[Judy.R.Kawano@courts.state.hi.us](mailto:Judy.R.Kawano@courts.state.hi.us)

Hawaii: Adult Client Services, Third Circuit  
Zachary Higa at (808) 961-7611 fax: 961-7676  
[Zachary.I.Higa@courts.state.hi.us](mailto:Zachary.I.Higa@courts.state.hi.us)

Kauai: Adult Client Services, Fifth Circuit  
Kimberly Foster at (808) 482-2400 fax: 482-2652  
[Kimberly.K.Foster@courts.state.hi.us](mailto:Kimberly.K.Foster@courts.state.hi.us)

### 2.2.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

1. The applicant shall provide assessment services that follow the guidelines set forth by SOMT. The comprehensive evaluation reports will summarize the results of assessments conducted upon sex offenders. Components to be summarized include: a) a clinical interview; b) history; c) psychometric testing; d) penile plethysmograph testing or Abel Assessment; and e) polygraph examination.

2. The applicant shall provide sex offender treatment that follow the guidelines set forth by the SOMT. The treatment curriculum will combine Relapse Prevention, Behavior Modification, and Psychological components to sex offenders in groups consisting of no more than twelve. The goal of treatment is to increase the sex offenders' coping skills to manage their impulses to sexually assault.
3. New guidelines for the assessment and treatment of sex offenders may be developed by SOMT during the course of the contract and will be implemented upon negotiation to the satisfaction of both the contracting agency and the applicant.
4. Applicants shall incorporate evidence-based practices in sex offender treatment services by utilizing validated risk assessment instruments and effective interventions that target risk factors, criminogenic needs, and responsivity, such as motivational interviewing, cognitive behavioral therapy, and skill training with directed practice.
5. Applicants must be willing to undergo a program assessment and/or audit and develop an action plan to address corrective actions to improve identified areas.

The nature and scope of the services to be provided shall be performed in accordance with established clinical principles, clinical practices, and clinical ethics.

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

**1. Personnel**

- a. The applicant shall possess and document knowledge, capacity, skills, and experience in working with the targeted population.

Applicants shall describe its program for increasing clinical staff competencies in sex offense specific treatment and the acquisition of evidence-based, offender-oriented treatment. At a minimum, applicants shall demonstrate how direct care staff will be assisted in understanding and applying the risk-need-responsivity principles in their treatment of offenders, as well as the stages of change, motivating the client toward change and behavioral treatment.

- b. The applicant shall conduct a criminal history record check for any

person, including, but not limited to any officer, employee, volunteer or subcontractor, who performs work or services which necessitates close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search [www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (**Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center**) and [www.nsopr.gov](http://www.nsopr.gov) (**National Sex Offender Public Registry**). For persons working in positions which necessitate close proximity to children or adolescents, the criminal history record check shall include a national criminal history database check which may require fingerprinting. The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g., actively under the supervision of any criminal justice agency, convicted sex offenders, etc.).

- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. Applicants shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest x-ray.
- e.. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.

## 2. Administrative

- a. The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.
- b. Court testimony by an Applicant representative shall be provided as needed.

**3. Quality assurance and evaluation specifications**

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.
- c. Applicants shall agree, by contract, to be willing to undergo a program assessment and/or audit designed to assess Applicant's implementations of effective practices in working with offenders. Based on the assessment/audit report, the Applicant will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.
- d. Contract compliance may be monitored by conducting site visits and reviews without prior notice.
- e. Applicants shall provide all program monitoring assessments and/or evaluation reports completed within the last two years.

**4. Output and performance/outcome measurements**

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

**5. Reporting requirements for program and fiscal data**



- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.
- b. Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the provider during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the provider's overall effort towards meeting the program goals and objectives, to include information on the outcome(s) of quality improvement activities in which the program is engaged. Furthermore, the provider shall furnish any additional reports or information that the Judiciary may from time to time require or request.

**6. Pricing or pricing methodology to be used**

Pricing methodology shall be negotiated unit of service; for Second and Fifth Circuits, negotiated unit of service or fixed price. If a proposal is submitted for fixed price, the applicant shall also submit unit of service rates for each service activity.

**7. Units of service and unit rate**

**Estimated units of service (per year)**

	<u>Oahu</u>	<u>Maui</u>	<u>Hawaii</u>	<u>Kauai</u>
Sex offender treatment	70	25	20	7
Psychosexual evaluations	55	8	20	3

**2.2.4 Facilities**

- A. Applicants shall provide a description of its facilities and its conduciveness to the treatment being provided.
- B. Facilities shall comply with all federal, state, and county laws, ordinances, codes, rules and regulations.