

Date: February 8, 2013
To: All Interested Providers
From: Janelle M. Kim, Financial Services Administrator
The Judiciary, State of Hawaii
Subject: Request for Information for Health and Human Services (103F, HRS)
May 1, 2013 to September 30, 2013

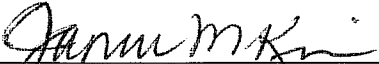
The Judiciary, State of Hawaii is publishing this Request for Information (RFI) pursuant to Chapter 103F, Hawaii Revised Statutes, to obtain comments and suggestions from interested providers for planned purchase of Health and Human Services for the period May 1, 2013 to September 30, 2013. Draft service specifications are attached to this RFI for your review, or are available through the Judiciary's website at <http://www2.hawaii.gov/jud> under "Doing Business with the Judiciary/Solicitations".

Persons or organizations interested in commenting about the draft specifications may submit, email, or postmark their comments by February 21, 2013 to:

Judiciary Contracts and Purchasing Office
1111 Alakea Street, 6th Floor
Attn: Kelly Otake
Honolulu, Hawaii 96813
Email: Kelly.Y.Otake@courts.hawaii.gov

Input received in response to this RFI may be incorporated into the specifications and be used in a formal Request for Proposals, tentatively scheduled for February 2013. (Note: The receipt of comments to this RFI will not be a pre-requisite to submit proposals for the subsequent RFP.) Contracts resulting from the RFP will be for the period indicated in the service specification.

Programmatic questions regarding this RFI shall be directed to the appropriate program contact person indicated in the service specification, while other RFI questions may be directed to Kelly Otake in the Judiciary Contracts & Purchasing Office at 808-538-5805 or email Kelly.Y.Otake@courts.hawaii.gov. Thank you.



Janelle M. Kim
Financial Services Administrator

Date 2/8/13

REQUEST FOR INFORMATION – HEALTH AND HUMAN SERVICES FOR THE PERIOD MAY 1, 2013 TO SEPTEMBER 30, 2013, THE JUDICIARY, STATE OF HAWAII

Submit written comments by February 21, 2013

Request for Information Specifications

Note: If this document is downloaded through the internet, each interested person must register through email, providing contact information to the listed contact person in the Judiciary Contracts & Purchasing Office. Registration is essential for you to receive any addendums or other information for this Request for Information (RFI). The Judiciary shall not be responsible for any missing addenda, clarifications, attachments or other information regarding this RFI if comments are submitted.

Instructions: View and/or print the service specification. If you intend to submit comments or would like to receive addendums for this RFI, please email Kelly.Y.Otake@courts.hawaii.gov and provide the following information: Name of company, address, telephone number, fax number, email address, and contact person. If you have any questions about this RFI, contact Kelly Otake at 808-538-5805 or fax 808-538-5802.

Internet Posting Date: February 12, 2013

SECTION TWO – SERVICE SPECIFICATIONS

2.0.1 Introduction

A. Background

The Judiciary, State of Hawaii, provides support, intervention, and/or rehabilitative services to juveniles, adults and families through its Adult Client Services (aka Adult Probation Divisions), Juvenile Client and Family Services (aka Family Courts), Children’s Justice Centers, and Drug Courts in each judicial circuit. It also provides mediation services through its Center for Alternative Resolution. In carrying out their goals for these areas, all circuits utilize community resources on a purchase Health and Human Services basis.

The following provides the specification for organizations wishing to provide services to the Judiciary for the period April 1, 2013 through September 30, 2013. Upon evaluation and acceptance of proposals, when practicable and upon mutual agreement, contracts may be negotiated on a statewide basis, making services available to children, youth, adults and families in all circuits. **The initial contract term will be for the period April 1, 2013 through September 30, 2013, and may be extended for the period October 1, 2013 through September 30, 2015.**

B. Purpose or Need

The Judiciary purchases services in compliance with statutory mandates and orders from the courts. The greater public purpose in obtaining the services is to: enhance public and victim safety; provide rehabilitative or intervention services to offenders; promote the welfare of families and children by protecting them from physical and psychological harm; and maintain a judicial process that helps to reduce the courts’ workload while promoting fairness and prompt action.

Planning activities related to this RFP involved the issuance of Requests for Information (RFI). Tentative specifications and funding allocations were included with the RFIs, and comments and inputs on aspects of the specifications, such as objectives, target group(s), services and costs, were welcomed. Meetings and discussions were also offered. The views of service recipients and community organizations were also considered on conditions affecting the achievement of mandated goals. Input was also obtained from funding sources, including the Legislature and federal agencies.

Note: The following segment contains the program specifications for the requested services.

2.0.2 Description and Location of Services

| Service Specification Number | Service Specification Code | Description of Service | 1 st Circuit (Oahu) | 2 nd Circuit (Maui, Molokai, Lanai) | 3 rd Circuit (Hawaii) | 5 th Circuit (Kauai) |
|------------------------------|----------------------------|------------------------|--------------------------------|--|----------------------------------|---------------------------------|
| 2.1 | JC15IC | In-Community Services | X | | | |

2.1 SVC SPEC TITLE: Juvenile Client and Family Services

JC151C - In-Community Service – Reporting Center

2.1.1 Introduction

A. & B. - (SEE SECTION 2.0.1)

C. Description of the goals of the service

The goal of this service is to establish a Reporting Center to assist juveniles and families to resolve various problems and conflicts to help them learn socially acceptable behaviors and function in the community as law-abiding citizens. Service should incorporate and be reflective of the court's balanced and restorative justice philosophy and the guiding principles of the Juvenile Detention Alternative Initiative (JDAI). The goals of balanced and restorative justice are accountability, competency development, and public safety. JDAI principles are complimentary in that it can help shape and guide jurisdiction's practice through collaboration and a continuum of services that are culturally competent, relevant and accessible to the youth they serve and reduce the reliance on unnecessary confinement in secured detention. The overall goal of JDAI is to establish more effective and efficient systems to accomplish the purposes of secure detention. Using the JDAI model, we aim to eliminate the inappropriate or unnecessary use of secure detention, and minimize failures to appear to court hearings and incidences of delinquent behavior. The Reporting Center shall serve as a community-based alternative to secure detention which will provide highly structured and well supervised group activities during high risk time periods when recidivism is most likely.

D. Description of the target population to be served

Juveniles between the ages of 12 to 17 years who are referred for law violations and status offenses who are at risk of being placed in a Juvenile Detention Facility.

E. Geographic coverage of service

Service areas include the following:

First Circuit -- Island of Oahu; Waianae and Leeward area but not to exclude the Central, Honolulu and Windward areas.

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

Probable funding amounts: \$60, 000.00

FY 2013

Applicants should propose funding amount in their proposal based on their best estimate of the cost of providing the services described in the specifications.

Funding source: Federal Funds

Period of availability: The Judiciary intends to award a contract for the term of May 1, 2013 to September 30, 2013, subject to the appropriation and availability of funds and satisfactory contract performance. All funds are contingent on appropriation, and all Federal funds are contingent on the awarding of grant applications. Funds are available for only the initial term of the contract which may be extended for an additional two (2) one (1)

year terms subject to appropriation and availability of funds and satisfactory performance of services by applicant.

2.1.2 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 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, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverage 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 will 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).

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases may be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

Allowed not allowed

D. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

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

The initial term of the contract shall be for May 1, 2013 to September 30, 2013. 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 applicant. Execution of a contract amendment is required to extend the contract for another term.

E. 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 applicant or applicants.

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
Kelly Otake at (808) 538-5805 fax: 538-5802

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

Oahu: Family Court, First Circuit
 Ramona Yano at (808) 954-8226 fax: 954-8308
 Ramona.H.Yano@courts.hawaii.gov

2.1.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

Service being requested for adjudicated juveniles for law violations and status offenses:

1. **In-Community Service – Reporting Center.** Short-term (6 weeks) community based alternative that will provide a structured environment offering educational, recreational, and skills-training activities for the youth with the following components: outreach counseling to include individual, group, and mandatory family counseling sessions; tutoring program to include after-school tutorial services, crisis intervention, parenting classes, community service, and possible weekend activities. A meal will be included as an incentive for regular participation. Meals provided could be designed to be part of the youth's participation as a program activity.

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.
 - 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.ehawaii.gov (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and 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.

- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. 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.
- e. The applicant must have sufficient and relevant training and staff development.

2. Administrative

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.

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.
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. The applicant shall report on output measures provided by the Judiciary.
 - 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 applicant 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 applicant 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 applicant during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the applicant, 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 applicant, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The applicant shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the applicant's overall effort towards meeting the program goals and objectives. Furthermore, the applicant 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

Negotiated unit of service or fixed price

7. Units of service and unit rate

Outdoor Experience - 4 to 6 youth per month