

June 17, 2016

Hawaii Department of Health, Adult Mental Health Division  
Hawaii State Hospital

Request for Information (RFI), RFI Number AMHD 430-2-16  
Chaplain Services

Purpose of this request for information:

- To obtain community input in preparation for developing an RFP.
- To include a provider(s) in a federal grant application pursuant to section 3-143-614, HAR. If the State is awarded the grant, no RFP for this section will be issued and the provider(s) selected and named in the grant application as a result of this RFI will be awarded a contract for the service.
- Other: \_\_\_\_\_

The Adult Mental Health Division (AMHD), Hawaii State Hospital (HSH) is requesting interested providers and community members to provide information and feedback that will assist HSH as it develops a request for proposals to procure Institutional Chaplain services for the period August 1, 2016 through July 31, 2017.

**WHERE ADDITIONAL INFORMATION IS AVAILABLE:** To receive a copy of the RFI by mail or fax, please contact Stephen Teeter, HSH Business Manager, 808-236-8257.

**SUBMITTAL DEADLINE FOR RESPONSE TO THE RFI:** Responses to this RFI are requested by June 24, 2016, 3:00 p.m., HST.

**FORMS OF RESPONSE REQUESTED:** Interested parties are requested to reply in writing to any or all of the questions stated in the RFI. Responses may be of any length and in any format elected by respondents. Responses may be sent by mail or fax.

**DATE AND LOCATION OF ORIENTATION MEETING:** AMHD does not intend to hold an orientation meeting as part of this RFI.

**AMHD CONTACT PERSON:** Responses to this RFI or questions concerning it should be addressed to:

Stephen Teeter  
HSH Business Manager  
Hawai`i State Hospital  
45-710 Kea`ahala Road  
Kaneohe, Hawai`i 96744  
Ph: 808.236.8257; Fax: 808.236.8632  
Email: stephen.teeter@doh.hawaii.gov

Interested parties should note the following:

1. Participation in the RFI process is **optional**, and is not required in order to respond to any subsequent procurement by the AMHD.
2. Neither the Department of Health, AMHD, nor any interested party responding to the RFI has any obligation under this process.
3. The purchasing agency reserves the right to adopt or not adopt any recommendations presented in the response to the RFI.
4. This RFI does not commit AMHD to solicit or award a contract or to pay any costs incurred in the preparation of information submitted. AMHD reserves the right to accept, reject, or utilize without obligation, any information submitted in response to this request.

As part of its planning process, the State of Hawaii, Department of Health, AMHD, HSH is seeking written comments about its planned purchase of Institutional Chaplain Services for the HSH with contracts expected to begin on August 1, 2016.

HSH is soliciting information, ideas, questions, feedback from the community including, but not limited to, people with psychiatric illnesses, state agencies and programs, Chaplain service providers, especially Chaplain services providers for state hospitals serving adults with severe and persistent mental illnesses.

## **A. BACKGROUND INFORMATION**

The HSH is a Joint Commission accredited, fully licensed, 202 bed state-of-the-art mental health facility offering the finest care, proven treatment methods, and the latest methods in psychiatric care rehabilitation. The mission of HSH is to provide safe, integrated, evidence-based psychiatric and medical treatment and rehabilitation to individuals suffering from mental illness and co-occurring disorders. Self-directed recovery and community reintegration are the primary goals.

For the purposes of this RFI, Chaplain services shall include spiritual and religious services for in-and/or outpatient services, families and program management in order to establish and maintain Joint Commission standards and optimal monitoring, treatments and outcomes for the patients of HSH.

Please note the following information on the proposed service.

1. **Geographic coverage of service:** On the island of Oahu
2. **Service Description**
  - a. Provide and maintain qualified, Board eligible or Board certified chaplains to provide counseling and coordination of pastoral/ministry services to individuals at the HSH.
  - b. Provide for religious services at the HSH and for patients discharged and moved into the community.

- c. Participate in comprehensive, quality assurance programs to establish standards to ensure optimal therapy and outcomes through delivery of quality chaplain services to mentally ill patients of HSH as assigned.
- d. Participate in quality improvement, accreditation, training and other chaplaincy related committees and programs at HSH as assigned.

**B. INFORMATION REQUESTED**

Please respond to the following items:

**Question 1.** Does your organization currently provide chaplain services to government or institutional entities?

Yes\_\_\_\_ No\_\_\_\_

**Question 2.** Does your organization have experience working in a hospital setting? In a Mental Health facility?

Yes\_\_\_ No\_\_\_\_

**Question 3.** As part of the HSH treatment team, communication and feedback regarding the patients is critical in maintaining optimum integration of services between the Chaplain and HSH. What suggestions can you provide in an effort to reflect best practices that can be referenced for services in such an RFP?

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**Question 4.** Do you have recommendations on what is necessary for a Chaplain to be able to approach and interact one-on-one with those who have pervasive psychological disorders and are institutionalized per court order?

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