

State of Hawaii  
Department of Health  
Family Health Services Division  
Maternal and Child Health Branch  
Family Support and Violence Prevention Section  
Family Strengthening and Violence Prevention Unit  
Sexual Violence Prevention Program

## **Request for Proposals**

**RFP No. HTH-560-CF-008**

### **SEXUAL VIOLENCE PRIMARY PREVENTION SERVICES**

**Date Issued: August 12, 2016**  
**Date Due: September 30, 2016**

**Note:** *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*



August 12, 2016

## REQUEST FOR PROPOSALS

### SEXUAL VIOLENCE PRIMARY PREVENTION SERVICES RFP No. HTH-560-CF-008

The Department of Health (the “Department”), Family Health Services Division (“FHSD”), Maternal and Child Health Branch (“MCHB”) is requesting proposals from qualified applicants to provide sexual violence primary prevention programs to prevent first-time sexual violence perpetration and victimization, and to promote healthy relationships among individuals, families and communities. Programs are encouraged to include, evidence-based, evidence-informed, or promising sexual violence prevention (“SVP”) practices which implement strategies using a public health approach.

The contract term will begin around February 1, 2017 through January 31, 2021 and may extend through January 31, 2023. Multiple contracts will be awarded under this request for proposal. Non-profit organizations and state and local government agencies are encouraged to apply.

Proposals (one original and three copies) shall be mailed, postmarked by the United States Postal Service on or before **September 30, 2016**, and received no later than ten (10) days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on **September 30, 2016**, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

All prospective applicants are strongly encouraged to attend the Request for Proposal (“RFP”) orientation to be conducted by the Department on **August 22, 2016 from 9:30 to 11:30 a.m., HST** at the following location:

Department of Health  
Maternal and Child Health Branch  
741-A Sunset Avenue, Room 204  
Honolulu, Hawaii 96816

If you require special assistance or auxiliary aids and/or services to participate in the RFP Orientation Meeting (i.e., sign language interpreter or wheelchair accessibility), please contact the RFP Contact Person at **(808) 733-9038** to make a request for arrangements by August 17, 2016. Prompt requests help to ensure the availability of qualified individuals and appropriate accommodations.

If you are unable to attend the RFP orientation in person, the RFP orientation will also be available via video conference (Hilo, Maui, and Kauai) by emailing the RFP Contact Person no

later than 4:00 p.m. HST on August 15th, 2016. Attendance via telephone conference will also be available. Interested parties may call: 1-866-612-6838, Conference Code: 669108.

The deadline for submission of written questions is **4:00 p.m., HST, on August 31, 2016**. All written questions will receive a written response from the Department on or before **September 7, 2016**.

Any inquiries and requests regarding this RFP should be directed to the RFP Contact Person:

Ms. Joanne Higashi  
Sexual Violence Prevention Program Specialist  
Department of Health  
741-A Sunset Avenue, Room 203  
Honolulu, Hawaii 96816  
Telephone: (808) 733-9038  
Fax: (808) 733-9078  
E-mail: [joanne.higashi@hawaii.gov](mailto:joanne.higashi@hawaii.gov)

## **PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET**

### **NUMBER OF COPIES TO BE SUBMITTED:**

**One (1) original of the proposal and exhibits/attachments**  
**AND**  
**Three (3) copies of the proposal and exhibits/attachments**  
**AND**  
**One (1) electronic copy of the proposal and exhibits/attachments**  
**in Portable Document Format (PDF)**  
**AND**  
**One (1) electronic copy of the proposal and exhibits/attachments**  
**in Microsoft Word (.doc) format**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **September 30, 2016**, and received by the state purchasing agency no later than **10 days from the submittal deadline**.

### **All Mail-ins**

Department of Health  
Maternal and Child Health Branch  
Sexual Violence Prevention Program  
741-A Sunset Avenue, Room 203  
Honolulu, Hawaii 96816

### **DOH RFP Coordinator**

Joanne Higashi, Program Specialist  
For further information or inquiries:  
Telephone Number: 733-9038  
Fax Number: 733-9078  
e-Mail Address: [joanne.higashi@doh.hawaii.gov](mailto:joanne.higashi@doh.hawaii.gov)

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), September 30, 2016**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **September 30, 2016**.

**Drop-off Site**

**Oahu:**

Department of Health  
Maternal and Child Health Branch  
741-A Sunset Avenue, Room 203  
Honolulu, Hawaii 96816  
Attn: Sexual Violence Prevention Program

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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.**

### 1.1 Procurement Timetable

**Note that the procurement timetable represents the State’s best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	August 12, 2016
Distribution of RFP	August 12- September 30
RFP orientation session	August 22
Closing date for submission of written questions for written responses	August 31
State purchasing agency's response to applicants’ written questions	August 22 – September 7
Discussions with applicant prior to proposal submittal deadline (optional)	July 15 – September 14
<b>Proposal submittal deadline</b>	<b>September 30</b>
Discussions with applicant after proposal submittal deadline (optional)	October 1 – 3
Final revised proposals (optional)	October 5
Proposal evaluation period	October 1 – 14
Provider selection	October 14 - 24
Notice of statement of findings and decision	October 25 - 31, 2016
Contract start date	February 1, 2017 or Upon Approval of State’s Notice to Proceed

## 1.2 Website Reference

Item	Website
1 Procurement of Health and Human Services	<a href="http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/">http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/</a>
2 RFP website	<a href="http://hawaii.gov/spo2/health/rfp103f/">http://hawaii.gov/spo2/health/rfp103f/</a>
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Click on the “References” tab.
4 General Conditions, AG-103F13	<a href="http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view">http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view</a>
5 Forms	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Click on the “Forms” tab.
6 Cost Principles	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Search: Keywords “Cost Principles”
7 Protest Forms/Procedures	<a href="http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/">http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/</a>
8 Hawaii Compliance Express (HCE)	<a href="http://spo.hawaii.gov/hce/">http://spo.hawaii.gov/hce/</a>
9 Hawaii Revised Statutes	<a href="http://capitol.hawaii.gov/hrscurrent">http://capitol.hawaii.gov/hrscurrent</a>
10 Department of Taxation	<a href="http://tax.hawaii.gov">http://tax.hawaii.gov</a>
11 Department of Labor and Industrial Relations	<a href="http://labor.hawaii.gov">http://labor.hawaii.gov</a>
12 Department of Commerce and Consumer Affairs, Business Registration	<a href="http://cca.hawaii.gov">http://cca.hawaii.gov</a> click “Business Registration”
13 Campaign Spending Commission	<a href="http://ags.hawaii.gov/campaign/">http://ags.hawaii.gov/campaign/</a>
14 Internal Revenue Service	<a href="http://www.irs.gov/">http://www.irs.gov/</a>
15 Centers for Disease Control and Prevention, Rape Prevention and Education Program	<a href="http://www.cdc.gov/ViolencePrevention/RPE/index.html">http://www.cdc.gov/ViolencePrevention/RPE/index.html</a>
16 United States Department of Justice, Office of Violence Against Women (OVW)	<a href="http://www.justice.gov/ovw/about-office">http://www.justice.gov/ovw/about-office</a>
17 United States Department of Education, Office of Civil Rights	<a href="http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf">http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf</a>
18 National Intimate Partner and Sexual Violence Survey, Centers for Disease Control and	<a href="http://www.cdc.gov/violenceprevention/nisvs/index.html">http://www.cdc.gov/violenceprevention/nisvs/index.html</a>

Prevention, Injury Prevention & Control: Division of Violence Prevention	
19 Family Health Services Division Profiles 2014, Department of Health State of Hawaii	<a href="http://health.hawaii.gov/about/files/2015/01/FHSDProfiles2014.pdf">http://health.hawaii.gov/about/files/2015/01/FHSDProfiles2014.pdf</a>
(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at <a href="http://hawaii.gov">http://hawaii.gov</a> )	

### 1.3 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.

### 1.4 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 provider 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.

### 1.5 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 Health, State of Hawaii  
Family Health Services Division- Maternal and Child Health Branch  
Sexual Violence Prevention Program  
741-A Sunset Avenue, Room 203  
Honolulu, Hawaii 96816

Phone: (808) 733-9038 Fax: (808) 733-9078  
E-mail: [joanne.higashi@doh.hawaii.gov](mailto:joanne.higashi@doh.hawaii.gov)

## 1.6 RFP Point-of-Contact

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

*Joanne Higashi*  
*Sexual Violence Prevention Program*  
*Phone: 733-9038*  
*E-mail: [joanne.higashi@doh.hawaii.gov](mailto:joanne.higashi@doh.hawaii.gov)*

## 1.7 Orientation

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

**Date:** August 22, 2016      **Time:** 9:30–11:30 a.m. HST

**Location:** Department of Health, Maternal & Child Health Branch  
741-A Sunset Avenue, Room 204  
Honolulu, Hawaii 96816

Attendance via video conferencing is available at:

<b>Hawaii</b> <b>Hilo State Office Building</b> 75 Aupuni Street, Basement Hilo, Hawaii 96720	<b>Oahu</b> <b>MCHB Wilcox Building</b> 741-A Sunset Avenue, Room 204 Honolulu, Hawaii 96816
<b>Kauai</b> <b>Lihue State Office Building</b> 3060 Eiwa Street, Basement Lihue, Hawaii 96766	<b>Maui</b> <b>Wailuku State Office Building</b> 54 High Street, 3 <sup>rd</sup> Floor Wailuku, Hawaii 96793

Attendance via telephone conference is also available. Interested parties may call: 1-866-612-6838, Conference Code: 669108

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 subsection 1.8, Submission of Questions.

## 1.8 Submission of Questions

Applicants may submit questions to the RFP point-of-contact identified in Section 1.6. Written questions shall be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

**Date:** August 31, 2016      **Time:** 4:00 pm HST

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

**Date:** September 7, 2016

## 1.9 Submission of Proposals

- A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in Section 1.2, Website Reference. Refer to the **Section 5, Attachment A** Proposal Application Checklist for the location of program specific forms.
1. **Proposal Application Identification (Form SPOH-200)**. Provides applicant proposal identification.
  2. **Proposal Application Checklist**. The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency. (For sample see **Section 5, Attachment A**.)
  3. **Table of Contents**. A sample table of contents for proposals is located in **Section 5, Attachment B**. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
  4. **Proposal Application (Form SPOH-200A)**. Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements**. Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. **Multiple or Alternate Proposals**. Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. 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. **Provider Compliance.** All providers shall comply with all laws governing entities doing business in the State.

- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Refer to Section 1.2, Website Reference for DOTAX and IRS website address.
- **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.
- **Business Registration.** 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 shall be registered 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. Refer to Section 1.2, Website Reference for DCCA website address.

Providers may register with Hawaii Compliance Express (HCE) for online compliance verification from the DOTAX, IRS, DLIR, and DCCA. There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to Section 1.2, Website Reference, for HCE's website address.

Providers not utilizing the HCE to demonstrate compliance shall provide paper certificates to the purchasing agency. All applications for applicable clearances are the responsibility of the providers. All certificates must be valid on the date it is received by the purchasing agency. The tax clearance certificate shall have an original green certified copy stamp and shall be valid for six months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six months from the date of issue. The DCCA certificate of good standing is valid for six months from date of issue.

E. **Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to Section 1.2, Website Reference for statutes and DLIR website address.

F. **Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds

appropriated by a legislative body. Refer to Section 1.2, Website Reference for statutes and Campaign Spending Commission website address.

- 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, or as amended. 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, or as amended. Proposals shall be rejected when:
1. Postmarked after the designated date; or
  2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
  3. If hand delivered, received after the designated date and time.

The number and format 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 proposals transmitted by email are not permitted.

## 1.10 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 with HAR §3-143-403.

## 1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal 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.

### **1.12 Additional Materials and Documentation**

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

### **1.13 RFP Amendments**

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

### **1.14 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 final revised proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award.

### **1.15 Cancellation of Request for Proposals**

The RFP 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 interest of the State.

### **1.16 Costs for Proposal Preparation**

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

### **1.17 Provider Participation in Planning**

Provider(s), awarded a contract resulting from this RFP,

are required

are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, 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 HAR §§3-142-202 and 3-142-203.

## **1.18 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:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR §3-141-201)
- (2) Rejection for inadequate accounting system. (HAR §3-141-202)
- (3) Late proposals (HAR §3-143-603)
- (4) Inadequate response to request for proposals (HAR §3-143-609)
- (5) Proposal not responsive (HAR §3-143-610(a)(1))
- (6) Applicant not responsible (HAR §3-143-610(a)(2))

## **1.19 Notice of Award**

A statement of findings and decision shall be provided to each responsive and responsible applicant 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 provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **1.20 Protests**

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. Refer to Section 1.2, Website Reference for website address. 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.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Virginia Pressler, M.D., M.P.H.	Name: Gordon Takaki
Title: Director of Health	Title: Public Health Administrative Officer
Mailing Address: P.O. Box 3378, Honolulu, Hawaii 96801	Mailing Address: 3652 Kilauea Avenue, Honolulu, Hawaii 96816
Business Address: 1250 Punchbowl Street, Honolulu, Hawaii 96813	Business Address: 3652 Kilauea Avenue, Honolulu, Hawaii 96816

### **1.21 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 HRS Chapter 37, and subject to the availability of State and/or Federal funds.

### **1.22 General and Special Conditions of the Contract**

The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary

### **1.23 Cost Principles**

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles as outlined on the SPO website. Refer to Section 1.2 Website Reference for website address. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

**Section 2**

**Service Specifications**

# Section 2

## Service Specifications

### 2.1 Introduction

#### A. Overview, purpose or need

The Department of Health, FHSD, MCHB leads statewide program initiatives to prevent intimate partner violence, sexual assault, and child maltreatment, with support from other government agencies and partners in the community. The SVP Program resides within MCHB. MCHB uses a public health approach to promote a culture that values healthy, respectful relationships and non-tolerance of sexual violence.

Sexual violence is a major public health problem. According to the Centers for Disease Control and Prevention (“CDC”) National Intimate Partner and Sexual Violence Survey (“NIPSVS”), in the United States, nearly one (1) in five (5) women and one (1) in seventy-one (71) men have been raped in their lifetime. One (1) in two (2) women and one (1) in five (5) men has experienced severe sexual violence victimization other than rape at some point in their lives. According to NIPSVS, the majority of victimization starts early in life with approximately eighty percent (80%) of female victims experiencing their first rape before the age of twenty-five (25) and almost half experienced the first rape before age eighteen (18). Among male victims, twenty-eight percent (28%) were first raped when they were ten (10) years old or younger. NIPSVS also found that early sexual victimization increased women’s risk of adult victimization: approximately thirty-five percent (35%) of women who were raped as minors were also raped as adults compared to fourteen percent (14%) of women without an early rape history. While the vast majority of rape victims are women, men are also at risk. According to Hawaii’s 2013 Behavioral Risk Factor Surveillance System (“BRFSS”) Survey, an estimated 8.3% of females and 3.2% of males reported experiencing sexual violence in their lifetime.

Despite epidemic rates of sexual violence, there is a lack of evidence-based strategies designed specifically to prevent sexual violence perpetration and victimization.

Funding for this procurement opportunity is provided to the Department’s MCHB from the CDC, National Center for Injury Prevention and Control (“NCIPC”)’s Rape Prevention and Education (“RPE”) program. Established in 1994 under the Violence Against Women Act (“VAWA”), RPE is a sexual violence primary prevention and education program and was reauthorized by Congress in 2000 and 2013.

**The purpose of this RFP is to address sexual violence through primary prevention strategies in communities that are at greatest risk of being impacted by sexual violence. The target population for preventing sexual violence victimization and perpetration includes young children, adolescents, and young adults (i.e. <25 years old).**

This RFP focuses on funding primary prevention interventions at the community level. In this context of sexual violence, primary prevention refers to averting first-time perpetration and first-time victimization.

Proposals are being requested from qualified applicants to provide sexual violence primary prevention evidence-based/informed strategies/interventions. Program services will begin on February 1, 2017 through January 31, 2021, or for a four (4) year period.

MCHB is responsible to administer the Sexual Violence Prevention (“SVP”) Program using RPE and Hawaii State Domestic Violence/Sexual Assault Special Fund (“DVSASF”) funds to implement sexual violence primary prevention programs at the individual, relationship, and community levels throughout the State. The total amount of available funds dedicated to this RFP is approximately \$150,000.00 per budget year for four years, with the possibility of extending for two additional twelve month periods through January 31, 2023. Budget periods run for twelve (12) months, February 1<sup>st</sup> thru January 31<sup>st</sup>. Awarded proposals will be funded by federal CDC RPE/State DVSASF funds and other funds as received by MCHB.

As recipient and administrators of the RPE and DVSASF funds, MCHB’s functions and responsibilities include:

1. Implementing a public health approach to the prevention of sexual violence statewide.
2. Identifying funding and contracting with service providers to assure the delivery of effective primary prevention sexual violence strategies.
3. Coordinating statewide community mobilization to address prevention efforts at multiple levels of the social-ecology.
4. Building capacity of sexual violence prevention program providers with respect to developing data monitoring systems and conducting evaluation through technical assistance.
5. Collaborating with other government and non-government violence prevention programs.

## **B. Planning activities conducted in preparation for this RFP**

To plan for this RFP, the Department conducted a Request for Information (“RFI”), reviewed current CDC RPE guidance and focus areas, and collected and reviewed information from numerous data sources.

Request for Information – HAR §3-142-202

The Department electronically posted an RFI on the State Procurement Office Procurement Notices System website on June 23, 2016 to gather information and to assist in the development of this RFP. Written comments, suggestions and feedback on the service specifications were due on or before July 6, 2016.

Planning for this RFP also included the collection of information and data from the following list of references and websites relating to SVP programs and services:

Centers for Disease Control and Prevention, Injury Prevention and Control: Division of Violence Prevention, Rape Prevention and Education Program, (<http://www.cdc.gov/ViolencePrevention/index.html>)

Centers for Disease Control and Prevention, Injury Prevention and Control: Division of Violence Prevention, The National Intimate Partner and Sexual Violence Survey, (<http://www.cdc.gov/violenceprevention/nisvs/index.html>)

Centers for Disease Control and Prevention, Injury Prevention and Control: Division of Violence Prevention, Sexual Violence: Prevention Strategies, <http://www.cdc.gov/violenceprevention/sexualviolence/prevention.html>

Centers for Disease Control and Prevention, *Hawaii, High School Youth Risk Behavior (YRBS) Survey 2013*.  
<https://nccd.cdc.gov/youthonline/App/Results.aspx?LID=HI>

State of Hawaii: Department of Health, Emergency Medical Services and Injury Prevention Systems Branch,  
(<http://health.hawaii.gov/injuryprevention/home/violence-abuse-prevention/information/>)

State of Hawaii: Department of Health, Family Health Services Division,  
(<http://health.hawaii.gov/fhsd/>)

Family Health Services Division Profiles 2014, Department of Health State of Hawaii, ([https://health.hawaii.gov/fhsd/files/2015/04/FHSD\\_Profiles-2014.pdf](https://health.hawaii.gov/fhsd/files/2015/04/FHSD_Profiles-2014.pdf))

State of Hawaii: Department of Health, Hawaii Behavioral Risk Factor Surveillance System, <http://health.hawaii.gov/brfss/>

State of Hawaii: Department of Health, Results of the 2015 Hawaii State and Counties High School YRBS Survey and Cross-Year Comparisons, [http://www.hawaiihealthmatters.org/content/sites/hawaii/2015\\_YRBS\\_High\\_School\\_final\\_report-revised-20160418.pdf](http://www.hawaiihealthmatters.org/content/sites/hawaii/2015_YRBS_High_School_final_report-revised-20160418.pdf)

Hawaii PRAMS. Hawaii *PRAMS Trend Report 2000-2008*. Honolulu, HI. Hawaii Department of Health, Family Health Services Division. August 2010, (<http://hawaii.gov/health/doc/prmastrendreport2010.pdf>)

### C. Description of the service goals

MCHB seeks primary prevention programs to address modifiable risk and protective factors to prevent sexual violence, to prevent the violence before it begins. The goals of this project are to:

- C.1 Prevent sexual violence perpetration in the State of Hawaii, through effective primary prevention interventions for youth and young adults.
- C.2 Promote respectful, healthy sexual relationships through prevention education for youth and young adults.

This RFP will support RPE/DVSASF funded organizations to implement sexual violence primary prevention strategies that adhere to principles of effective prevention strategies promoted by the CDC. See link:

<http://www.cdc.gov/violenceprevention/sexualviolence/prevention.html>

VAWA authorizing language of the RPE Program articulates the following “permitted uses” of the funds:

- C.3 Educational seminars;
- C.4 Training programs for professionals;
- C.5 Preparation of informational materials;
- C.6 Policy change;
- C.7 Media campaigns to promote positive social norms that support violence prevention; and
- C.8 Collaboration with organizations engaged in violence prevention

**Proposals containing requests to fund any “restricted” activities will be considered out of scope and removed from consideration of any funding.** (For Funding Limitations, please see **Section 5, Attachment C**)

Additionally, it is a core philosophical tenet of the anti-rape movement that prevention strategies be trauma-informed. Meaning, primary prevention strategies should be based on an understanding that any population selected for prevention

activities will likely include people who have already experienced sexual violence or who have abused others as well as those who have not. Prevention programs should commit to avoiding re-traumatizing, blaming victims, or colluding with abusive behavior/attitudes. They should also ensure that those delivering prevention activities have sufficient knowledge, skills, and connection to specialized assessment and treatment services to be effective bridges to those services when disclosures do occur.

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

The target population for preventing sexual violence victimization and perpetration includes young children, adolescents, and young adults (i.e. <25 years old). Serving this population may mean programs engage family members and caregivers of potential perpetrators and victims, service providers, teachers, coaches, community leaders, and/or policy/decision makers who are necessary to effectively address the target population.

#### **E. Geographic coverage of service**

Specific target populations may be described in terms of geographic (i.e. Kau, Waianae, Kakaako) and demographic characteristic (e.g. Lesbian, Gay, Bi-sexual, Transgender, Queer/Questioning (LGBTQ), members of a community or school organization, college/university students, patrons of bars, military, developmental disabilities, etc.)

This RFP shall award a total of two (2) sexual violence prevention service contracts based on the geographic scope of:

- E.1 Oahu and two (2) other neighbor islands (Hawaii, Maui, Kauai, Molokai, or Lanai); and
- E.2 One geographic community or select population at-risk for sexual violence

The target population for each contract may further focus on a specific demographic group, e.g. high school students on Oahu, Hawaii, and Maui; LGBTQ on Kauai; Patrons of bars in Waikiki/Downtown Honolulu, middle school students in Oahu Central District, etc. Applicants may submit proposals for either or both awards.

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

Annual funding is based on the federal RPE grant award and State funding and is subject to availability.

### Total Funding Available

A total of **\$600,000.00** in funding will be available from February 1, 2017 to January 31, 2021.

- F.1 Oahu and two (2) other neighbor islands (Hawaii, Maui, Kauai, Molokai, or Lanai): **\$100,000 per year (\$400,000 for 4-year period) using RPE Funds;** and
- F.2 One geographic community or select population at-risk for sexual violence: **\$50,000 per year (\$200,000 for 4-year period) using DVSASFs.**

The RPE funds are provided through the CDC RPE's 14-1401 Cooperative Agreement, a five-year project, spanning from February 1, 2014 to January 31, 2019. RPE grant awards are issued annually. The next five-year RPE Cooperative Agreement is scheduled to run from February 1, 2019 to January 31, 2024.

In 1997, Hawaii Revised Statutes, Section 321-1.3, established the Domestic Violence Prevention Special Fund to be administered and expended by the Department of Health (DOH). Funded through taxpayer income tax check off designation and vital record fees, the special fund is reserved for use by the DOH for programs or purchase of services that support or provide domestic violence and sexual assault intervention or prevention as authorized by law. This statute states that moneys "shall be used for new or existing programs and shall not supplant any other money previously allocated to these programs."

During the 2005 Legislature, S.B. 1419, S.D. 1 (Act 142, SLH 2005) the name was changed to the Domestic Violence and Sexual Assault Special Fund. Act 142 also expanded the annual report to the Legislature to include recommendations on how to improve services for victims of domestic violence and sexual assault. In addition, the 2005 Legislature amended HRS §235-102.5 to allow taxpayers to designate a portion of their state income tax refund.

There is a possibility of increases/decreases in succeeding years to the contract based on funding additions and restrictions. Additional funding may be obtained by the Department for these contracts, up to \$500,000 per funding source, per year.

## 2.2 Contract Monitoring and Evaluation

Contracts are monitored and evaluated by the Department. 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

## 2.3 General Requirements

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

The personnel providing curricula training, community education and public awareness services shall have experience and be knowledgeable about the community needs, cultural values, norms, and resources and able to work effectively with cultural and sensitive service delivery issues and other characteristics of the targeted geographic population. Staff shall have adequate knowledge and training to provide effective prevention education, as well as excellent communication and public speaking skills.

Service providers should be aware of the knowledge, skills and attitudes necessary to provide effective, quality sexual violence primary prevention services that are consistent with current, evidence-based/informed CDC standards of effective prevention. Proposals may include cost effective methods for obtaining additional training for specific skills in sexual violence primary prevention for service providers. The Department may determine that subcontracting may fulfill these staffing requirements, however, all subcontracts are subject to prior approval by the Department.

### A.1 State of Hawaii State Procurement Office (SPO) Requirements

The applicant shall maintain insurance acceptable to the Department in full force and effect throughout the term of the contract. The policy or policies of insurance maintained by the applicant shall provide the following limit(s) and coverage:

<b>COVERAGE</b>	<b>LIMITS</b>
Commercial General Liability (occurrence form)	\$2,000,000 Combined single limit per occurrence for bodily injury and property damage.
Automobile, if applicable	Bodily injury: \$1,000,000/person \$1,000,000/occurrence

Professional Liability, if applicable	\$1,000,000/claim \$2,000,000 annual aggregate
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The applicant shall comply with the general conditions that will be imposed contractually. The general conditions that will be imposed contractually are on the SPO website: <http://spo.hawaii.gov>

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services. For more information, please refer to the SPO website: <http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/>

**B. Secondary purchaser participation**

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases - None

**C. Multiple or alternate proposals**

(Refer to HAR §3-143-605)

Allowed                       Unallowed

Applicants may submit one (1) proposal for each criteria area (Oahu plus two other neighbor islands and geographic/select community). Multiple proposals for each criteria will not be allowed.

**D. Single or multiple contracts to be awarded**

(Refer to HAR §3-143-206)

Single                       Multiple                       Single & Multiple

Criteria for multiple awards:

One (1) contract awarded for Oahu plus two other neighbor islands and one (1) contract awarded for a geographic or selected community at-risk for sexual violence.

Applicants may submit one (1) proposal for each criteria area (Oahu plus two other neighbor islands and geographic/select community) and could be awarded both contracts.

**E. Single or multi-term contracts to be awarded**

(Refer to HAR §3-149-302)

- Single term (2 years or less)       Multi-term (more than 2 years)

Contract terms:

Initial term of contract: February 1, 2017 to January 31, 2021

Length of extension: 12 months

Number of possible extension: Two

Maximum length of contract: Up to seventy-two (72) months

The initial period shall commence on the contract start date or State Notice to Proceed date, whichever is later. Conditions for extension must be in writing and must be executed prior to the expiration of the initial term of contract for continuation of services. Any additional funding, changes in contract language, or changes in service specification will be agreed upon in writing.

## 2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

Primary prevention services proposed may include:

- A.1 Pre-packaged programs which have been shown to be evidence-based or evidence-informed. For example:
- Bystander Strategies (Coaching Boys into Men, Mentors in Violence Prevention, Green Dot)
  - Curriculum Based Strategies (Safe Dates, Expect Respect, Second Step, Fourth R, Steps to Respect),
  - Environmental Change Strategies (Shifting Boundaries – Building Level Intervention), Crime Prevention through Environmental Design);

For additional information on evidence-based interventions, see link:

<http://www.cdc.gov/violenceprevention/sexualviolence/prevention.html> For examples of Effective Sexual Violence Prevention Programs, see **Section 5, Attachment D.**

- A.2 A locally developed approach which address modifiable risk and protective factors. Proposals must indicate aspects of evidence-informed approaches included in the program design and provide a logic model to show how the proposed strategies contribute to the expected results.

For additional information on risk and protective factors, go to:

<http://www.cdc.gov/violenceprevention/sexualviolence/riskprotectivefactors.html>

All proposals must address the following **MINIMUM** criteria:

- A.3 Address sexual violence prevention among children, adolescence and/or young adults (<25 years of age);
- A.4 Emphasize primary prevention (i.e. averting first time perpetration or first time victimization) of sexual violence;
- A.5 Focus on prevention of (potential) perpetration of sexual violence;
- A.6 Include sufficient dosage through repeated exposure/interaction with the same individuals, as appropriate for the proposed intervention;
- A.7 Address more than the individual level of the socio-ecological model (i.e. address relationship, community, and/or societal levels of prevention);
- A.8 Attempt to establish an institutional commitment to sexual violence prevention (See **Section 5, Attachment D**);
- A.9 Incorporate positive social norm change to promote healthy sexual relationships;
- A.10 Describe specific changes in attitudes and/or behaviors expected to result from the sexual violence prevention program;
- A.11 Encompass a geographic scope consistent with the requested grant amount (See options in Section 2, E & F.)
- A.12 Allocate 5% of budget for data collection and analysis of outcome evaluation (See Section 2, B.4)

As consistent with the RPE Cooperative Agreement, the Department intends to fund SVP programs which effectively address primary prevention of sexual violence perpetration. The following section describes approaches to effective prevention recommended by CDC. Proposals incorporating or demonstrating fidelity to one or more of these concepts will be given **additional points** in the RFP evaluation:

- A.13 Implement the CDC recommended 4-step public health approach to violence prevention (<http://www.cdc.gov/ViolencePrevention/overview/publichealthapproach.html>)
  - i. Define the problem
  - ii. Identify risk and protective factors
  - iii. Develop and test prevention strategies
  - iv. Assure widespread adoption
- A.14 Address multiple levels of the Social Ecological Model: A Framework for Prevention (<http://www.cdc.gov/ViolencePrevention/overview/social-ecologicalmodel.html>)
- A.15 Use evidence-based or evidence-informed models of service delivery: (<http://www.cdc.gov/features/UnderstandingEvidence/index.html>)
- A.16 Incorporate the principles of effective prevention in the intervention design. [http://www.mentoring.org/old-downloads/mentoring\\_4.pdf](http://www.mentoring.org/old-downloads/mentoring_4.pdf)

These principles include:

- Comprehensive: Strategies should include multiple components and affect multiple settings to address a wide range of risk and protective factors of the target problem;
- Varied Teaching Methods: Strategies should include multiple teaching methods, including some type of active, skills-based component;
- Sufficient Dosage: Participants need to be exposed to enough of the activities for it to have an effect, that is, duration and multiple sessions;
- Theory Driven: Preventive strategies should have a scientific justification or logical rationale;
- Positive Relationships: Programs should foster strong, stable, positive relationships between children and adults;
- Appropriately Timed: Program activities should happen at a time (developmentally) that can have maximal impact in a participant's life;
- Socio-Culturally Relevant: Programs should be tailored to fit within cultural beliefs and practices of specific groups as well as local community norms;
- Outcome Evaluation: A systematic outcome evaluation is necessary to determine whether a program or strategy worked; and
- Well-Trained Staff: Programs need to be implemented by staff members who are sensitive, competent, and have received sufficient training, support, and supervision.

- A.17 Utilize community change strategies. This means prevention services are integrated in a community context that promotes the same messages and norms.
- Community mobilization: Engendering change in communities by facilitating community ownership and action to prevent sexual violence;
  - Social norms change: Changing the prevalence of sexual violence through strategies that lead to an increased perception among community members that the social norms are nonviolent. This includes the use of mass media or social media tools to affect social norms change.
- A.18 Collaborate with other organizations on SVP through memorandums of agreement/understanding, especially those who are working in common geographic communities and populations at risk. Collaboration is key to ensuring community buy-in, sustainability, and maximizing the use of available resources. Engagement with established community organizations also helps to ensure programs are culturally appropriate for the populations being targeted.
- A.19 Integrate SVP into domestic violence and child abuse and neglect prevention efforts to i.e. addressing common risk and protective factors.  
([http://www.cdc.gov/violenceprevention/pub/connecting\\_dots.html](http://www.cdc.gov/violenceprevention/pub/connecting_dots.html))

- A.20 Increase awareness and provide education to prevent sexual assault among people with disabilities as defined in Section 3 of the American with Disabilities Act of 1990 (42 U.S.C. Section 12102)

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

**1. Personnel**

Applicants should describe staff and staffing patterns appropriate for the program model proposed.

The applicant shall include the following items as part of its proposal:

- Resumes of all key personnel assigned to the contract, attached to the proposal as an exhibit, as directed in this RFP in Section 3, Proposal Application Instructions. If the position(s) is/are vacant, scope of work for each position should be attached in lieu of the resume(s); and
- Organizational chart, attached to the proposal as an exhibit, as directed in the RFP in Section 3, Proposal Application Instructions.

Resumes shall show educational institution(s) attended (including degree(s) earned and the date(s) the degree(s) was/were earned) and employment history (including position title, employer, and dates of employment).

**2. Administrative**

The applicant shall establish and implement policies and procedures that clearly identify the target population for each type of prevention service, the program content, and the methods of delivery.

**3. Quality Assurance**

The applicant shall ensure quality assurance (“QA”) and ongoing evaluation of the program goals, objectives, and activities.

The Department shall monitor the program during the project period to evaluate the results of the program. During these monitoring visits, the applicant shall make available for review: program files, fiscal records, documentation for cost category expenditures, time sheets, data collection results, policies and procedures, etc.

#### 4. **Output and Performance/ Outcome Measurements**

Performance and outcome measures are a requirement of the CDC RPE Grant and DVSASF. Outcome measures may include expected changes (decrease in risk factors or increase in protective factors) in knowledge, attitude, or behavior as a result of individual participation in the program; or changes in systems or policies that prevent sexual violence or support interventions that prevent violence.

A primary objective of the CDC RPE funding is to build evaluation capacity among Cooperative Agreement recipients and MCHB supported service providers. Programs awarded funds from this RFP are expected to conduct an outcome evaluation of their program and include evaluation activities into their work plans and budgets. Project performance outputs must be consistent with RPE requirements and may be revised based on CDC guidance. A critical part of this grant proposal is defining the specific, measurable, realistic objectives and corresponding outcome and output indicators appropriate and achievable with regard to the target community, stated problem, and proposed service activities.

**Proposals MUST include outcome and output measures with targets appropriate for at least four (4) years of intervention as well as annual interim measures or targets.**

For example, proposals for bystander interventions should specify the expected changes in attitudes and/or behaviors of individuals engaged by the program and expected number of individuals the program intends to reach. Proposals which involve policy level change must articulate the impact such policy may have on preventing sexual violence perpetration within the target community and propose proxy measures to determine whether such change is occurring.

Awardees must collect and provide data for the relevant indicators the Department is required to report against for RPE/DVSASF funded activities. These indicators include:

- 4.A # of provider trainings conducted by type
- 4.B # of professionals and/or community members trained by type
- 4.C # of education sessions conducted for youth or young adults by age group
- 4.D # of youth or young adult participants by age group (of education sessions)

Awardees must commit to participating in discussions with DOH on the outcome evaluation design and data collection tools at the beginning of the

project period, as well as provide supervision for overall outcome evaluation data collection activities throughout the project period.

In recognition of the technical expertise required to conduct sound outcome evaluation, awardees will receive technical support from the Department to design and collect data for an outcome evaluation plan appropriate for the awarded program activities. In addition, technical support will be provided by the Department to analyze and produce a written report of the outcome evaluation. In this way, outcome evaluation activities related to the funded program will be a collaborative effort between DOH and the awardees. Data collected under this award will be jointly owned by DOH and the awardees. Data sharing agreements will be signed by awardees and DOH, relating to both the data collected as well as the resulting analysis. For more information, see **Section 5, Attachment E**.

Awardees of this RFP are required to set aside 5% of the requested budget for data collection and data management activities necessary for the outcome evaluation of their programs. For example, proposals requesting \$100,000 per budget period, should allocate \$5,000 for evaluation activities related to data collection, input, and management. The evaluation budget may be used for hiring/contracting of temporary staff required for data collection, purchasing of data management tools, printing evaluation materials, incentives (See **Section 5, Attachment C, D.10** for Funding Limitations) for participation in evaluation activities, as needed. DOH will provide technical support for training data collection staff if necessary.

## 5. Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience related to the delivery of the proposed services to the targeted community(ies). The applicant shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services. The listing should include the contract number, dates of the contract period, and name and phone number for the point of contact. The Contracting Office reserves the right to check references.

If the applicant proposes to provide culturally-specific services, the applicant must demonstrate that it has the expertise and personnel to deliver linguistically and culturally specific outreach and intervention services relevant for the target population or community to who assistance would be provided; or have the capacity to link to existing services in the community tailored to the needs of culturally specific populations; and has an advisory board or steering committee and staffing which is reflective of the targeted culturally specific community.

**The Applicant shall demonstrate the following experience:**

- 5.A Providing sexual violence primary prevention services (e.g. education and trainings related to community resilience, bystander intervention, or healthy relationships);
- 5.B Engaging the population/community targeted by the proposal; and
- 5.C Working collaboratively with other violence prevention organizations.

The Applicant shall have the capacity to undertake a sexual violence primary prevention program which follows CDC's guidance on effectiveness (as described in Section 2.4.A).

The evidence of familiarity with and ability to provide services include the following:

- 5.D Addressing sexual violence preventive issues as indicated in the RPE Cooperative Agreement program requirements and priorities.
- 5.E Services that are consistent with current, recognized national standards of care related to sexual violence prevention, and general violence prevention measures.
- 5.F Compliance with State laws requiring notification or the mandated reporting of child abuse and neglect, including child molestation, sexual abuse, rape, or incest.
- 5.G Promoting an understanding of program objectives and informing the community about the availability of services and resources.
- 5.H Facilitating access to health and social services for clients served (e.g. in the case of sexual violence or abuse disclosures.) This includes formal agreements such as memorandums of understanding for referral services, and collaborative agreements with other service providers in the community, where appropriate.
- 5.I Collecting and reporting required data for RPE Cooperative Agreement and DVSASF annual reports.

**6. Coordination of services**

The interconnected causes and effects of various forms of violence means collaboration between agencies and organizations addressing violence prevention is key. Collaboration may take many forms including: consistent messaging across agencies, coordinated and joint education and training

opportunities, referral systems, sharing of resources, and joint problem solving/sharing lessons learned.

Proposals should demonstrate an awareness of existing efforts to prevent violence in their target communities identified as “at-risk” for sexual violence. Applicants should demonstrate knowledge of which organizations are working in the community(ies) and the types of violence prevention services available. Proposals should describe how their activities complement (i.e. fill a gap) existing services and do not duplicate what is already present.

Proposals for this RFP may be submitted by a single agency/organization or several agencies and organizations in partnership (specifying a lead agency). Proposals submitted by a single agency should describe efforts to coordinate with existing violence prevention programs, including any joint-activities, mechanisms for regular communication, or use of common education materials. Proposals submitted by partnering agencies should describe the role of each partner and mechanisms to maintain good communication and coordination. Collaboration between the partner agencies and other violence prevention programs in the proposed target community(ies) should be described as for single agency applicants.

## **7. Reporting requirements for program and fiscal data**

Regular program and fiscal reports are required for an awarded agency to remain in good standing with the RPE Grant and DVSASF. The awardee shall provide the following program reports:

### **7.A Annual Work Plan**

The awardee shall submit a work plan annually. The work plan must include the following year’s goals, objectives, responsible party, timelines, and level of effort. Program work plan shall also include data, as specified by RPE, on services provided. Work plans are due 30 days prior to the start of each annual budget period. Upon award, awardees will have 14 days to submit the first annual Work Plan. For a sample work plan, see **Section 5, Attachment F**.

### **7.B Quarterly Progress Report**

The awardee shall submit quarterly progress reports as set by the Department. Reports are due thirty (30) days after the end of each quarter (calendar year) reporting period. The fourth quarter report shall be submitted in addition to the Annual Program Report. For a sample Quarterly Progress Report, see **Section 5, Attachment G**.

7.C Annual Program Report

The awardee shall submit all annual program reports as set by the Department. Reports are due thirty (30) days after the end of each reporting period (calendar year). The format of the Annual Program Report uses the same template as the Quarterly Progress Report and covers the annual reporting period. For a sample see **Section 5, Attachment G**.

7.D Outcome Evaluation Report:

The awardee will receive technical support from the Department on the analysis and writing of the outcome evaluation report. However, the awardee shall contribute to the writing of the report by:

D.1) Participating in the outcome evaluation design process at the beginning of the award period;

D.2) Provide short written descriptions of the design and implementation of the program;

D.3) Report input and output data related to the program achievements throughout the award period (in the form of quarterly and annual progress reports); and

D.4) Reviewing and providing written comments on the report draft.

7.E Other Reports

The awardee shall submit all other reports as required by the Department.

The awardee shall provide the following fiscal reports:

7.F Annual Budget

The awardee shall submit an Annual Budget to MCHB thirty (30) days prior to the start of the fiscal year. For a sample template, please see Section 1.2, SPO Website. Budget revisions shall be submitted according to the Department's Family Health Services Division Policy, **Section 5, Attachment H**

7.G Monthly Expenditure Report and Invoice

The awardee shall submit monthly expenditure reports and invoices based on the approved budget and received by the Department by the 15th day after the end of each month. For sample templates, please see Section 1.2, SPO Website.

The awarded agency shall maintain accounting procedures and practices acceptable to the Department, including books, records, documents, and other evidence, which sufficiently and properly reflect all direct and

indirect expenditures and all interest or other income earned as result of funds.

Any funds provided pursuant to a contract awarded under this RFP which are unencumbered on the date the project terminates shall be returned to the Department; all funds provided under the contract awarded pursuant to this RFP which are encumbered but not disbursed within sixty (60) days after the project terminates shall be returned to the Department.

### **C. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities.

As applicable, describe how facilities meet American with Disabilities Act (ADA) requirements, and any special equipment that may be required for the services.

## **2.5 COMPENSATION AND METHOD OF PAYMENT**

### **Cost Reimbursement**

The cost reimbursement pricing structure reflects a purchase arrangement in which the Department pays the awarded agency for budgeted agreed-upon costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. Requests for reimbursement are submitted on a monthly basis and shall be received by the 15<sup>th</sup> day of each month by the Department. Project expenditures and obligations reports are submitted on a quarterly basis and shall be received by the 15<sup>th</sup> day of the month following the end of each calendar quarter by the Department. The final request for reimbursement shall be received by the 30<sup>th</sup> day after the contract end date by the Department. The final payment will not be processed until the Department has reviewed and approved the Awardee's Final Project Report. No advance payment shall be made.

## **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. A sample format is reflected in **Section 5, Attachment B** of this RFP.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *All sections and exhibits shall be tabbed.*
- *Applicants must 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 (SPOH-200A) is available on the SPO website (Refer to Section 1.2 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.*

### Formatting and Pagination Requirements

All pages, except for the forms and proposal exhibits, shall adhere to the following requirements:

- Page Size: Letter (8-1/2 inches by 11 inches)
- Margins: one-inch (1") on all sides
- Acceptable fonts: Arial, Courier New, Times New Roman
- Minimum font size: 12 point
- Line Spacing: Double spaced
- Double-Sided Printing

**The Proposal Application Sections:**

- Each proposal section has a strict word count limit (identified under the column labeled “Word Limit” in the chart below), unless indicated as not applicable (N/A).
- Each proposal section should begin on a separate page with the section title.
- The proposal application is comprised of the following sections:

<b>Section Title</b>	<b>Word Limit</b>
Proposal Application Identification Form	N/A
Proposal Application Checklist	N/A
Table of Contents	N/A
Program Overview	500 (maximum 2 pages)
Experience and Capability	1,250 (maximum 5 pages)
Project Organization and Staffing	750 (maximum 3 pages)
Service Delivery	N/A
Part I. Title Page	N/A
Part II. Description of the Project	5,000 (maximum 20 pages)
Financial	500 (maximum 2 pages)
Exhibits (Note: Only the information requested to be attached as an exhibit should be included in the exhibit. Any extraneous program design or programmatic information should not be added to the exhibit to attempt to circumvent the word limit; such extraneous information will be disregarded and will not be scored.) Exhibit A: List of Prior Projects/Contracts or Financial Support Exhibit B: Letters of Agreement Exhibit C: Resumes of Key Personnel Exhibit D: Organizational Charts Exhibit E: Four-Year Timeline Exhibit F: Logic Model Exhibit G: Budget Forms and Budget Narrative Exhibit H: Financial Audit Exhibit I: Disclosure of any pending litigation or outstanding judgment Exhibit J: Certifications	N/A

**Word Limit Requirement:**

An applicant’s failure to adhere to the word limit requirement may result in pertinent information not being reviewed because the Department will only review up to the number of words indicated in the column entitled “Word Limit” in the above chart.

**3.1 Program Overview**

Applicant shall give a brief overview to orient evaluators as to the program/services being offered, including a brief description of the applicant’s organization, the

community(ies) targeted, the type of strategy/intervention, and how the proposed services are designed to address the problem/need in the selected community(ies).

## **3.2 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 to the target community(ies).

### **B. Experience**

The applicant shall provide a description of projects/contracts pertinent to the proposed services as **EXHIBIT A**. For an applicant with a history of providing primary prevention of sexual violence, the applicant should attach a list and description of projects/contracts (with dates) pertinent to the proposed services, with the name and phone number for a person who can serve as a reference specific to that work. Applicants who have been contracted to do such work, should include contract number and dates of contract period.

If the applicant is seeking to provide services to Oahu plus two other neighbor islands, the applicant shall demonstrate throughout the Experience and Capability section of the proposal that it has the experience, capability, and capacity (i.e. personnel) to provide required services on each of the targeted islands.

If the applicant is seeking to provide services to a geographic/selected community at risk, the applicant shall demonstrate throughout the Experience and Capability section of the proposal that it has the experience, capability, and capacity (i.e. personnel) to deliver services relevant for the target population.

The Department reserves the right to check references. Full points may not be awarded under this section if the descriptions of the projects/contracts are not pertinent to the proposed services.

### **C. Quality Assurance**

The applicant shall describe its own plans for QA to ensure fidelity to the program model proposed. The proposal plans should include a description of the system, conducting continuous quality improvement activities designed to review and strengthen the quality of services and capacity of personnel (to include reception and billing). Examples of QA plans may include:

- Supervisory field visits to ensure program staff are implementing activities as trained

- Validate accuracy and completeness of activity reports from staff
- Validate accuracy and completeness of administrative forms (i.e. invoices, budgets, and expenditure reports) submitted to MCHB to ensure timely processing of payments to awardee

#### D. **Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. (See Section 2.4.B.6 on expectations for awareness and collaboration with other organizations addressing violence prevention in the targeted community(ies).

Proposals with activities implemented by multiple organizations or agencies should include “Letters of Agreement” from those partner organizations or agencies. Letters of Agreement should specify the role or services to be implemented by the organization as described in the proposal and agree to adhere to the RFP requirements. Letters of agreement should be attached as **EXHIBIT B.**

#### E. **Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also, describe how the facilities meet ADA requirements, as applicable, and any special equipment that may be required for the services.

### 3.3 **Project Organization and Staffing**

#### A. **Staffing**

##### 1. **Proposed Staffing**

The applicant shall describe the proposed staffing pattern appropriate for the viability of the program’s services. (Refer to the personnel requirements in Section 2, 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 Section 2, Service Specifications, as applicable). Position descriptions and resumes of key personnel should be attached as **EXHIBIT C.**

**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 as **EXHIBIT D**.

**3.4 Service Delivery**

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2.1, Scope of Work, including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. The Service Delivery section includes “Part I. Title Page” and “Part II. Description of the Project”.

PART I. TITLE PAGE
--------------------

A. PROJECT TITLE

*Provide a brief descriptive title.*

B. APPLICANT AGENCY

*Provide the official title of the agency submitting the proposal.*

C. SYSTEM FOR AWARD MANAGEMENT (SAM) and DATA UNIVERSAL NUMBERING SYSTEM (DUNS)

*Indicate whether (or not) the applicant agency has a current SAM, and include the agency’s current DUNS number.*

D. ADDRESS

*Provide the mailing address of applicant agency.*

E. TARGET POPULATION

*Indicate whether the proposal is for multiple islands or a single community at-risk.*

F. PROJECT PERIOD

*Provide the expected starting and completion dates of the project. The project should not be more than 48 months.*

G. PROPOSED PRIMARY PREVENTION SERVICES

*Provide a brief description of the proposed services.*

H. TOTAL PROJECT AMOUNT

*Provide the amount of funds requested for total (100%) project cost.*

I. PROJECT DIRECTOR

*Provide the name, address, title, telephone and fax numbers, and email address of the person who will be directly responsible for administering the project.*

J. FINANCIAL OFFICER

*Provide the name, address, title, telephone and fax numbers, and email address of the person who will be responsible for the fiscal matters of the project. The financial officer should be someone other than the Project Director.*

PART II. DESCRIPTION OF PROJECT
---------------------------------

This section justifies the need for the project and describes what will be done and who will do it. The information requested should be addressed in detail. In describing the project, the applicant shall follow the order set forth below:

A. Problem Statement

This section shall clearly justify why the program is needed by the selected community of children, adolescents, or young adults who are the focus of this proposal. Describe the target population in terms of age, geography and/or other socio-demographic characteristics (e.g. middle school students, LGBTQ, Honolulu bar patrons, etc.).

The applicant shall describe the nature and scope of the existing problem, including the present status of activities by the applicant or others working with the target community to address sexual violence prevention. When available, include Hawaii-specific data that define the size and scope of the problem.

Describe related groups the program will work with in order to effect the desired change in the target population (e.g. parents, administrators, mentors, community leaders, bar owners, bartenders, etc.)

This section shall provide the type and number of people who will be engaged by the proposed program.

**B. Intervention Approach:**

B.1 Give a brief description of the primary prevention intervention proposed for the target population.

B.2 Describe how multiple levels of the socio-ecological model will be addressed. <http://www.cdc.gov/ViolencePrevention/overview/social-ecologicalmodel.html>

B.3 Describe how the program focuses on preventing first-time perpetration, provides multiple exposures to the same individuals, addresses social norm change, and/or promotes healthy sexual relationships.

B.4 Describe each of the principles of effective prevention that are incorporated in the intervention design [http://www.mentoring.org/old-downloads/mentoring\\_4.pdf](http://www.mentoring.org/old-downloads/mentoring_4.pdf)

B.5 Describe what the project will do to establish institutional commitment to sexual violence prevention. (See **Section 5, Attachment D** for examples)

B.6 Describe how this project is complementary to violence prevention efforts by other agencies and community organizations and indicate (if any) which organizations the proposal will actively collaborate with.

**C. Goals and Outcomes**

The applicant shall provide a clear and detailed description of the project's goals and expected outcomes.

Goals: A goal is a broad statement about an undesirable condition that you would like to improve or a desired state of affairs toward which to strive.

Program goals should be clearly stated and realistic. For example: To reduce sexual violence perpetration among high-school age youth.

Objective/Outcomes: Clearly state the objectives which are specific, measurable outcomes of the project. Objective(s) related to outcomes shall be specific, measurable, achievable, realistic, and include a time-frame (SMART).

In the context of this RFP, outcomes are the intended level of behavior/ attitude change expected as a result of the program by the end of the 4-year period. An outcome measure should state what will change, among who, in what direction (increase or decrease), by how much and by when. For example: 25% increase in the number of participating bartenders who have intervened as a bystander to sexual violence in the past six months by the end of the program period.) If relevant baseline data are available, provide the baseline value and the source of the information. If no baseline data are available, provide a rationale for the amount of change described in the outcome measure.

#### D. Project Activities

Project activities shall be developed within the confines of the project's resources. In this section, state the methods the program will utilize to achieve the expected outcomes. The detailed description shall include:

D.1 Staffing (# and type)

D.2 Participants to be served (# and type)

D.3 Participant selection criteria (For example: identify which schools, classrooms, bars, church groups, teams will be recruited for participation)

D.4 Efforts to recruit participants and sustain engagement

D.5 Process for planning and customization of intervention for selected target population/communities

D.6 If needed, technical assistance to be obtained to design/customize intervention

D.7 Project period timeline for delivering services

D.8 Description of how program staff will be oriented/trained

D.9 Efforts to obtain institutional commitment to prevent sexual violence

#### D.10 Strategy for monitoring progress and implementing continuous quality improvement

Note which activities will be conducted by each organization/agency if the proposal involves collaboration with other organizations. If the proposal depends on the availability of services/resources funded by other sources, describe the dependencies and risks (Please note if other sources of funding may be discontinued during this project period). Describe the contingency plan if other sources of funding are discontinued.

The applicant shall attach a 4-year timeline as **EXHIBIT E** showing the start date and amount of time necessary to complete the tasks. Timelines shall be described on a quarterly timeframe. Activities should be broken down into phases or tasks. For example:

- Start-up; Scale-up; Maintenance; Sustainability
- Planning; Hiring and Training Staff; Selecting and Recruiting Participants; Delivery of Intervention; Monitoring and Quality Improvement; Obtaining Institutional Commitment  
(See **Section 5, Attachment I** for Four-Year Timeline template)

#### E. Project Evaluation – Output Indicators/Outcome Measures

**Data Collection:** The applicant must evaluate attainment of the goals and objectives of the project in specific measurable terms. As noted earlier, the applicant shall allocate 5% of the requested budget for outcome evaluation activities. The design and work plan for implementation of the outcome evaluation will be developed in collaboration with the Department during the first quarter of the project period.

The applicant will be responsible for monitoring the progress toward achieving the selected outcomes by collecting and analyzing key output indicators.

Outputs refer to the internal activities of a program. For example, an output could be the number of participants completing the full course of a bystander intervention training. Or the number of parents who attend a facilitated discussion on healthy sexual relationships with their adolescents. To effectively assess the results of the project, the applicant should also provide a detailed description of project activities. Proposals shall include:

E.1 Applicants should attach a logic model as **EXHIBIT F** to demonstrate how the proposed intervention will result in the specified outcome (i.e. behavior/attitude change). Logic model goals, outcomes, outputs, and activities shall be logically linked to each other. Include activities at the

different levels of the socio-ecological model in the logic model. (For logic model example, see **Section 5, Attachment J**)

E.2 Describe key output measures (quarterly) which the project will use to track progress toward the expected outcome (e.g. coverage targets, quality indicators, production of outreach materials and training tools which result from the program, etc.)

E.3 Indicate how, when and by whom, the data for the key output measures will be collected.

E.4 To be consistent with RPE reporting requirements and if they are relevant to the prevention activities included in the applicant's proposal, applicant's output measures shall include the following:

- # of provider trainings conducted, by type
- # of professionals and/or community members trained, by type
- # of education sessions conducted for children, adolescents, or young adults, by age group
- # of children, adolescents, or young adult participants, by age group

The Department reserves the right to modify performance measures during the term of the contract to incorporate requirements of the RPE guidance.

## **3.5 Financial**

### **Budget Details and Justification**

#### **A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal for the entire four (4) year project period shall include four separate annual budgets:

- Year 1: February 1, 2017 to January 31, 2018
- Year 2: February 1, 2018 to January 31, 2019
- Year 3: February 1, 2019 to January 31, 2020
- Year 4: February 1, 2020 to January 31, 2021

Please include a brief narrative justification for your cost proposal.

The following budget forms shall be included with the Proposal Application: SPO-H-205 (*submit one for each annual budget*); SPO-H-205A; SPO-H-205B. All budget forms, instructions, and samples, are located on the State Procurement Office (SPO) website. (Refer to Section 1.2, Website Reference for SPO website address.)

The following budget forms are needed to evaluate the cost proposal; please submit only the forms applicable to the proposed project (*submit one for each annual budget*): SPO-H-206A; SPO-H-206B; SPO-H-206C; SPO-H-206D; SPO-H-206E; SPO-H-206F; SPO-H-206G; SPO-H-206H; SPO-H-206I. The applicant shall collectively attach the budget forms as **EXHIBIT G**.

The applicant shall include a budget narrative of costs on the SPO budget forms or on a separate page after the budget forms. The budget narrative shall describe how the expenditures will support the project activities and be listed in the same order as the budget forms.

#### **Pricing Structure Based on Cost Reimbursement**

The pricing structure is based on cost reimbursement and reflects a purchasing agreement in which the Department pays the awarded agency for budgeted, agreed-upon costs that are actually incurred in delivering services specified in the contract, up to the stated maximum obligation.

The applicant shall explicitly acknowledge that the project's pricing structure is based on cost reimbursement.

### **B. Other Financial Related Materials**

#### Accounting System

To determine the adequacy of the applicant's accounting system as described under the administrative rules, the applicant may submit a copy of the organization's most recent (within the last two-year period) financial audit report, including any management letters accompanying the audit. The report shall be attached as **EXHIBIT H**.

The applicant shall describe its accounting system.

Note: All funds awarded under this RFP shall not be commingled with other funds and must be tracked separately.

## **3.6 Other**

### **A. Litigation**

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

If there is not pending litigation or outstanding judgement, Exhibit I should indicate that there is no pending litigation. **Do not leave this exhibit blank.**

**B. Certifications**

The applicant shall complete required Federal Certifications ( see **Section 5, Attachment K**) and include it in the Proposal Application as **EXHIBIT J**.

## **Section 4**

# **Proposal Evaluation**

# Section 4

## Proposal Evaluation

### 4.1 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.

### 4.2 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

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	
Experience and Capability	15 points
Project Organization and Staffing	15 points
Service Delivery	46 points
Additional Points	14 Points
Financial	10 Points
<b>TOTAL POSSIBLE POINTS</b>	<b>100 Points</b>

### 4.3 Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

- a. Application Checklist (See **Section 5, Attachment A**)
- b. Certifications and Special Conditions signed by authorized Authority (See **Section 5, Attachment K**)

## **2. Proposal Application Requirements**

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents (See **Section 5, Attachment B**)
- 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)**

Points will be awarded based on the State's evaluation criteria as described below (See bulleted items). Consensus scoring will be used by an evaluation committee to review the proposals.

Note: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the sexual violence primary prevention services being offered.

### **1. *Experience and Capability (15 Points)***

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- **Necessary Skills (4 Points)**  
Demonstrate skills, abilities, and knowledge relating to the delivery of the proposed services.
- **Experience (4 Points)**  
A listing of verifiable experience with projects or contracts for the most recent five years that is pertinent to the proposed services.
- **Quality Assurance (4 Points)**  
Sufficiency of quality assurance plans for the proposed services, including methodology.
- **Coordination of Services (2 Points)**

Demonstrated the capability to coordinate services with other agencies and resources in the community.

- **Facilities (1 Point)**

Adequacy of facilities relative to the proposed services.

## **2. Project Organization and Staffing (15 Points)**

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

- **Staffing (10 Points)**

Described the proposed staffing pattern, staff qualifications (including experience) and scope of work for each position. If known, applicant listed staff proposed for specific positions. Proposals demonstrated the proposed staff capacity is reasonable to insure effectiveness and efficiency of services.

- a. Staff Pattern (3 points)
- b. Staff Qualifications and Scope of Work (5 points)
- c. Proposed Staff (2 points)

- **Project Organization (5 Points)**

Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of proposed services.

Organization Chart: Demonstrated adequate infrastructure to support proposed program. If applicable, responsibilities between collaborating agencies is well described.

## **3. Service Delivery (46 Points)**

Evaluation criteria are listed below and will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- The expected outcome is substantive with detailed timelines which can be realistically achieved in the project period. (5 Points)
- Logic model is coherent and demonstrated how proposed activities will contribute to the desired outcome. (5 Points)

- Met the minimum requirements in the scope of work and demonstrated a clear understanding of the concepts addressed by the requirements. (20 Points)
- Intervention design placed heavy emphasis on primary prevention of perpetration and promotion of healthy sexual relationships (3 Points)
- Scope of the program, in terms of numbers of individuals reached and intensity (e.g. number of sessions, duration of sessions) of the program is appropriate for the budget. (5 Points)
- Key output indicators proposed captured key activities to monitor progress toward desired outcomes. (3 Points)
- Provided evidence-informed justification for selecting target communities and has a sound strategy for recruiting participants. (5 Points)

**4. Additional Points(14 Points)**

- Proposals incorporates the 4-step public health approach to violence prevention (2 Points)
- Intervention design places heavy emphasis on community mobilization or social norms change (2 Points)
- Intervention engages more than 2 levels of the Social-Ecological Model (2 Points)
- Intervention uses an evidence-based or evidence-informed model of service delivery as described by CDC (2 Points)
- Intervention addresses 6 or more principles of effective prevention in the intervention design. (2 Points)
- Demonstrates knowledge of other organizations and agencies working on violence prevention in the same target communities. (1 Point)
- Proposal avoids duplication with existing programs and builds on existing community resources/services. (1 Points)
- Proposal integrates domestic violence and/or child abuse and neglect prevention efforts into SVP (1 Point)
- Addresses sexual assault among people with disabilities. (1 Point)

**5. Financial (10 Points)**

Evaluation criteria are listed below and will assess the project budget and adequacy of the applicant's accounting system outlined in the Proposed Application. The pricing structure should be based on cost reimbursement.

- Cost of budget items, including personnel, are reasonable and justified (4 Points)

- Budget item allocations efficiently support the scope of service (3 *Points*)
- Adequacy of accounting system (2 *Points*)

**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. RPE Funding Limitations
- D. Effective Sexual Violence Prevention Programs and Institutional Commitment
- E. Data Sharing Agreement
- F. Annual Work Plan
- G. Program Report Templates (Annual and Quarterly)
- H. Family Health Services Division Policy on Budget Revisions
- I. Four-Year Timeline Template
- J. Logic Model Example
- K. Certifications

# **Attachment A**

## **Proposal Application Checklist**

## Proposal Application Checklist

Applicant: \_\_\_\_\_ RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
<b>General:</b>				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 1, RFP	Attachment B	<b>X</b>	
Provider Compliance	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website*	<b>X</b>	
SPO-H-206A	Section 3, RFP	SPO Website*	<b>As Applicable</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>As Applicable</b>	
SPO-H-206C	Section 3, RFP	SPO Website*	<b>As Applicable</b>	
SPO-H-206D	Section 3, RFP	SPO Website*	<b>As Applicable</b>	
SPO-H-206E	Section 3, RFP	SPO Website*	<b>As Applicable</b>	
SPO-H-206F	Section 3, RFP	SPO Website*	<b>As Applicable</b>	
SPO-H-206G	Section 3, RFP	SPO Website*	<b>As Applicable</b>	
SPO-H-206H	Section 3, RFP	SPO Website*	<b>As Applicable</b>	
SPO-H-206I	Section 3, RFP	SPO Website*	<b>As Applicable</b>	
SPO-H-206J	Section 3, RFP	SPO Website*	<b>As Applicable</b>	
<b>Certifications:</b>				
<i>Federal Certifications</i>				
Debarment & Suspension	Section 4, RFP	Attachment K	<b>X</b>	
Drug Free Workplace	Section 4, RFP	Attachment K	<b>X</b>	
Lobbying	Section 4, RFP	Attachment K	<b>X</b>	
Program Fraud Civil Remedies Act	Section 4, RFP	Attachment K	<b>X</b>	
Environmental Tobacco Smoke	Section 4, RFP	Attachment K	<b>X</b>	
<b>Program Specific Requirements:</b>				
Data Sharing Agreement	Section 2, RFP	Attachment E	<b>X</b>	
Four-Year Timeline	Section 3, RFP	Attachment I	<b>X</b>	
Logic Model	Section 3, RFP	Attachment J	<b>X</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\*Refer to Section 1.2, Website Reference for website address.

# **Attachment B**

## **Sample Table of Contents**

## Proposal Application Table of Contents

<b>1.0</b>	<b>Program Overview</b> .....	1-1
<b>2.0</b>	<b>Experience and Capability</b> .....	2-1
	A. Necessary Skills .....	2-1
	B. Experience.....	2-2
	C. Quality Assurance and Evaluation.....	2-3
	D. Coordination of Services.....	2-4
	E. Facilities .....	2-5
<b>3.0</b>	<b>Project Organization and Staffing</b> .....	3-1
	A. Staffing.....	3-1
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	1. Supervision and Training .....	3-3
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<b>4.0</b>	<b>Service Delivery</b> .....	4-1
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	C. Resumes of Key Personnel (Organization Chart)	
	D. Organizational Charts Performance and Output Measurement Tables	
	1. Program	
	2. Organizational Charts	
	E. Four Year Timeline	
	F. Logic Model	
	G. Budget Forms and Budget Narrative	
	1. SPO-H-205 Proposal Budget	
	2. SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	3. SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments and Fringe Benefits	
	4. SPO-H-206C Budget Justification - Travel: Interisland	
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	H. Financial Audit	
	I. Disclosure of any pending litigation or outstanding judgment	
	J. Certifications	

**Attachment C**

**RPE Funding Limitations**

### **Limitations of RPE Grant Funding<sup>1</sup>**

The CDC restricts use of RPE funds as follows:

- D.1 Applicants must adhere to Congressional legislation (Section 393B of the Public Health Service Act [42 U.S.C. 280b-1c]). The legislation stipulates the following:
  - Awardees may not use more than five percent of the amount received for each fiscal year for administrative expenses. This five percent limitation is in lieu of, and replaces, the indirect cost rate.
  - Awardees may not use more than two percent of the amount received for each fiscal year for surveillance studies or prevalence studies.
- D.2 Indirect costs are not allowable;
- D.3 Funds may not be used for research;
- D.4 Funds shall not be used for clinical care;
- D.5 Funds shall be used for reasonable program purposes, including personnel, travel, supplies, and services, such as contractual.
- D.6 Funds shall not be used to provide direct service, treatment, or advocacy services to victims or perpetrators of sexual violence;
- D.7 Funds shall not be used for media or awareness campaigns that exclusively promote awareness of where to receive victim services;
- D.8 Funds may not be used for purchase of furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- D.9 Funds may not be used for any kind of impermissible lobbying activity designed to influence proposed or pending legislation, appropriations, regulations, administrative actions, or Executive Orders (“legislation and other orders”). These restrictions include grass roots lobbying efforts and direct lobbying. Certain activities within the normal and recognized

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<sup>1</sup> This non-exhaustive list identifies services, activities, and costs that cannot be supported by the RPE Grant Program. The Department reserves the right to amend the non-exhaustive list in this section to reflect any changes in federal or State rules, regulations, or statutes.

executive-legislative relationships within the executive branch of that government are permissible;

- D.10 Funds shall not be used to purchase food or beverages unless as part of a travel per diem or for monetary compensation including gift cards;
- D.11 Funds shall not be used to support programs directed at child sexual abuse treatment intervention or only domestic violence prevention; and
- D.12 Funds shall not be utilized for cash stipends/monetary incentives given to volunteers, interns or others involved in SVP program.

The CDC Cost Limitations as Stated in the Consolidated Appropriations Act, 2014 (Items D.13 through D.19) also restricts use of RPE funds as follows:

- D.13 Cap on Salaries (Div. H, Title II, Sec. 203): None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II (> \$185,100).

Note: The salary rate limitation does not restrict the salary that an organization may pay an individual working under a Health and Human Services contract or order; it merely limits the portion of that salary that may be paid with Federal .

- D.14 Gun Control Prohibition (Div. H, Title II, Sec. 217): None of the funds may be used in whole or in part to advocate or promote gun control
- D.15 Needle Exchange (Div. H, Title V, Sec. 522): No funds may be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.
- D.16. Restricts dealings with corporations with recent felonies (Div. E, Title VI, Sec. 623): None of these funds may be used to enter into a contract, memorandum of understanding or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to any corporation convicted of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.
- D.17 Restricts dealings with corporations with unpaid federal tax liability

(Div. E, Title VI, Sec. 622): None of these funds may be used to enter into a contract, memorandum of understanding or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to any corporation with unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority liability, where the awarding agency is aware of unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

- D. 18 Blocking Access to Pornography (Div. H, Title V, Sec. 528): None of the funds may be used to maintain or establish a computer network unless the network blocks the viewing, downloading, and exchanging of pornography.
- D.19 Rent or Space Costs: Rent must be a legitimate direct cost line item and include a narrative justification.

## **Attachment D**

# **Effective Sexual Violence Prevention Program And Institutional Commitment**

## **Examples of Effective Sexual Violence Prevention Programs**

### *Effective Sexual Violence Prevention Programs*

Awareness campaigns that educate on the pervasiveness or definitions of sexual violence are insufficient to change attitudes and behaviors which encourage or result in sexual violence perpetration.

Awareness campaigns can be an effective aspect of prevention when,

- 1) Integrated into a larger sexual violence prevention strategy that includes repeated exposure, to varied methods of communicating a focused message in a socially-culturally appropriate manner, by trained individual;
- 2) Promote change in specific attitudes or behaviors;
- 3) Are used to recruit people who are interested in becoming active to prevent sexual violence in their community;
- 4) To reinforce a positive social norm related to respect for women and sexual minorities, or healthy sexual relationships.

Evidence suggests that education sessions in classroom settings alone, especially those focused on addressing student's individual attitudes and behavior are not sufficient to effect sustained changes in attitudes or behavior which prevent sexual violence from occurring. Those approaches found to be more effective engage parents, school staff, administrators to create environmental changes in school that demonstrate intolerance for violence, facilitates bystander intervention, and promotes healthy relationships. These interventions engage more than the individual level of the socio-ecological model and address relationship, community, and societal levels in preventing sexual violence.

The following are examples of school-based prevention strategies which:

Engage relationship level change:

- Developing strong mentorship relationships between students and their coaches, teachers, and peer leaders to promote healthy relationships, become an active bystander, or voice intolerance for violence in school and among peers.
- Engage parents to talk with their children about healthy relationships, respect for women, and being an active bystander among their peers.
- Working with parents, coaches, teachers, and other influential adults to model healthy relationships and to intervene when others are being victimized or treated disrespectfully.
- Using curriculum that promotes friends' roles as bystanders who can take effective action.

Engage community level change:

- Developing clear policies and enforcement of consequences for sexual violence perpetration on campus or involving students.
- Ensuring that campus policies are oriented toward preventing perpetration rather than placing the onus on potential victims.

- Giving public recognition to bystanders who have taken action, or recognizing individuals/groups which epitomize respect or take a stand to address violence
- Addressing school norms related to respect for women and sexual minorities.
- Identifying unsafe areas where sexual violence or other types of violent acts have occurred on campus, and making environmental changes such as installing adequate lighting, establishing patrols/surveillance, and providing information to students about where violent incidents are occurring.

Engage societal level change:

- Partnership or linkages with community organizations surrounding the school, that work on domestic violence prevention, education and job opportunities that address income inequality, or promote resilience among families.

The following are other examples of prevention strategies which focus on change at the outer layers of the social ecological model:

Relationship level change:

- Bar-based interventions which develop the role of bar tender or bouncer as an active bystander (to prevent potential perpetrators from acting out).
- Community organizations which develop peer/community leaders and include sexual violence prevention as a core component of the training, leadership development.
- Bystander intervention training which builds on existing relationships between friend groups, teams, or other social ties.

Community level change:

- Community recognition and tacit agreement that the boundaries of a bar, community center, etc. is a violent-free area and which involves 'community policing.' i.e. bystander intervention.

## **Establishing Institutional Commitment**

The following are examples of establishing institutional commitment to sexual violence prevention:

- Commitment by school officials, bar owners, community center etc. to implement sexual violence prevention programs for a medium to long term timeframe (beyond the period of direct DOH funding)
- Schools, bars, community center including sexual violence prevention into the job description/ performance evaluation of staff.
- Public announcement or notice of school, bar, or community center's policy to promote respect for women/sexual minorities, or that establishes the area as violence-free.

**Attachment E**

**Data Sharing Agreement**

**HAWAII STATE DEPARTMENT OF HEALTH  
SEXUAL VIOLENCE PRIMARY PREVENTION SERVICES  
DATA SHARING AGREEMENT**

**As a provider of sexual violence primary prevention services for the State of Hawaii Department of Health (DOH), Maternal and Child Health Branch's (MCHB) Sexual Violence Prevention (SVP) Program,**

\_\_\_\_\_

(Name of Organization)

**agrees to the following requirements for the sharing and use of data collected through activities supported by MCHB's SVP Program and assures compliance with the requirements by all staff and collaborators as part of this agreement. Throughout the contracting period, the organization will:**

1. Submit program data using agreed upon report templates defined in partnership with DOH. These data include expenditures, other inputs, activities, and output level indicators;
2. Share electronic files of all data collected for the purposes of program evaluation with DOH for use by staff and designated consultants. Evaluation-related data include feedback forms, surveys, focus group discussions, in-depth interviews, and testimonials by participants, service providers, and beneficiaries;
3. Provide DOH opportunity to review and provide comments on publicly shared reports of SVP program achievements and outcomes;
4. Acknowledge the Hawaii DOH MCHB during oral and written presentations related to the SVP program data and evaluation outcome;
5. Allow DOH to produce publicly available reports and presentations including SVP supported program monitoring and evaluation data. (The organization represented by the signer of this agreement will be given opportunities to review and provide comments on DOH produced reports and presentations using their program's prior to making them publicly available.)
6. Protect the confidentiality of data collected from beneficiaries, service providers, and program participants (e.g. use password protection on hard copy documents and electronic files which include personal identifiers; obtain appropriate consent for collecting sensitive information);
7. Be responsible of agreement compliance for any sub-contractor, funded through your organization, under this award.

My signature indicates \_\_\_\_\_'s  
(Name of Organization)

agreement to comply with these requirements as of this date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Individuals with access to sexual violence primary prevention data funded by this award:

\_\_\_\_\_  
Name of DOH Representative: \_\_\_\_\_

\_\_\_\_\_  
Signature of DOH Representative: \_\_\_\_\_

# **Attachment F**

## **Annual Work Plan Template**

**Sexual Violence Primary Prevention Work Plan**  
 (Period: January 1, 2017 to December 31, 2018)

<b>Goal 1:</b>					
<b>Objectives</b> (SMART objectives that describes program results.)	<b>Measures</b> (Reporting what activities have been accomplished)	<b>Activities</b> (Major efforts/ milestones that need to happen to accomplish objective)	<b>Responsible Party</b> (Person/people responsible)	<b>Timeline</b> (When activity is accomplished)	<b>Level of Effort</b> (Required by staff responsible)
<p><b><u>Objective 1.1</u></b></p> <p><b><u>Year 2 Target:</u></b></p>					

# **Attachment G**

## **Program Report Templates (Annual and Quarterly)**

**Department of Health  
Sexual Violence Primary Prevention Services  
Annual Report**

**PART 1: GENERAL PROGRAM INFORMATION**

---

**Name:** *(Insert Program Name Here)*

**Reporting Period:** *(Insert Dates Here)*

---

**I. Sexual Violence Primary Prevention Strategy/Intervention *(Narrative)***

Describe your prevention strategy/intervention. (Use the following questions to help describe the strategy)

- What are the goal(s) of the prevention strategy?
- What does it aim to change?
- What methods were used to affect that change (e.g. potential impact)?
- What are the components and activities of the prevention (e.g. theory of change, logic model)?
- What are the key messages or topics of the strategy?

**II. Level of Social Ecological Model**

At what level of the Social Ecological Model do you expect change to occur? (Select one):

- |   |   |
|---|---|
| <input type="checkbox"/> Individual               | <input type="checkbox"/> Community                    |
| <input type="checkbox"/> Relationship             | <input type="checkbox"/> Societal                     |
| <input type="checkbox"/> Other: Capacity Building | <input type="checkbox"/> Other: Please Specify: _____ |

**III. Addressing Risk Factors**

Briefly describe the risk factor(s) your strategy seeks to address to prevent sexual violence. *(If none, state "Not Applicable")*

**IV. Addressing Protective Factors**

Briefly describe the protective factor(s) your strategy seeks to address prevent sexual violence. *(If none, state "Not Applicable")*

**V. Target Population**

Briefly describe who or what entities (e.g. individual, organization, community, or other setting) will change or be affected as a result of this primary prevention strategy.

**VI. Information Sources**

Briefly describe the information or data, and from what sources you used to identify and select the target population for this primary prevention strategy.

**Department of Health  
Sexual Violence Primary Prevention Services  
Annual Report**

**PART 2: DATA SUMMARY**

**Name:** *(Insert Program Name Here)*  
**Reporting Period:** *(Insert Dates Here)*

**I. Table of Activities and Participant Information**

**Annual Target:**

**Actual:**

Quarter	Type of Activity	Total # of Participants	Participant Information*			
			<i>*Specific participant information to depend on proposed program strategy and be agreed upon with DOH at start of project (e.g. gender, age, race, type of provider)</i>			
1 <sup>st</sup>						
2 <sup>nd</sup>						
3 <sup>rd</sup>						
4 <sup>th</sup>						
<b>TOTAL:</b>						

**Summary:**

Briefly describe the type of primary sexual violence prevention strategies/activities the program used to achieve planned objectives. Describe how strategies/activities accomplished in Year 1 support the work plan objectives and measures.

**II. Outcome Evaluation**

Briefly describe Year 1 activities including planning and design, development of data collection tool(s) and efforts to work with the Department of Health to build capacity to conduct sound outcome evaluation for this project.

**III. Year 2 Work Plan**

Complete Year 2 Work Plan and include goals, objectives, measures, and activities. Use Year 1 information gathered to inform your Year 2 Work Plan.

**Department of Health  
Sexual Violence Primary Prevention Services  
Annual Report**

**PART 3: NARRATIVE**

---

**Name:** *(Insert Program Name Here)*  
**Reporting Period:** *(Insert Dates Here)*

---

**I. Primary Prevention Highlights and Successes**

Briefly describe how the program was successful and why.

**II. Addressing the Social Ecological Model**

Briefly describe how your program adds to the comprehensive statewide sexual violence prevention efforts. Please share how your program, in coordination with other sexual violence prevention programs strengthens and sustains Hawaii's SVP framework using the social-ecological model (Individual, Relationship, Community, and Societal).

**III. Connecting the Dots**

Describe how your program identified common links among and/or integrated sexual violence prevention efforts with local domestic violence and child abuse and neglect prevention efforts (i.e. addressing common risk and protective factors)

**IV. Challenges and Lessons Learned**

Share challenges and lessons learned during this period with recommendations for program improvement and future statewide violence prevention programming.

**V. Attachments**

Include copy of work plan, templates of surveys or flyers, and other supporting documents

**Department of Health  
Sexual Violence Primary Prevention Services  
Quarterly Report  
Reporting Period: (*To be filled*)**

**VII. Sexual Violence Primary Prevention Strategy/Intervention**

A. Description of Outputs

*Briefly describe outputs of this quarter (Include date/location, # of participants, types of individuals trained; and topic/information shared)*

B. Summary Table of Achievements

Date	Island: Location <small>(If DOE school, please include Name of School and Complex/District)</small>	Brief Activity Description	Target Group	Total # of Participants	Participant Information*				Notes/ Comments
					<i>*Specific participant information to depend on proposed program strategy and be agreed upon with DOH at start of project (e.g. gender, age, race, type of provider)</i>				
<b>Total:</b>									

C. Participant Follow Up

*Briefly discuss follow-up of trained individuals (Include 1) future opportunities for trainers to share sexual violence prevention strategies/message with other individuals, agencies, and community partners and 2) describe how the program will continue to monitor activities of trainers/educators)*

**2. Technical Assistance (TA)**

A. Description of # of individuals and type of TA provided

B. Brief description of TA topic(s) and method (telephone, face-to-face) provided

**3. Program Highlights & Challenges**

A. Highlights and Success Stories

*Briefly describe what was successful and why; include basis of success, e.g. feedback from trainers, participants or target population (bullets or a short paragraph is fine)*

**B. Challenges and Lessons Learned**

*Briefly describe challenges encountered (including administrative) that impact ability to meet targets*

**C. Continuous Program Improvement**

*Discuss observations and trends in composition of target population or issues faced by participants (especially issues which require adjustment to program activities)*

**D. Partnership Opportunities**

*Discuss opportunities to partner or collaborate with other violence prevention organizations and activities*

**4. Outcome Evaluation**

**A. Planning and Design**

*Describe the status of the outcome evaluation design (if not already completed)*

**B. Related Activities**

*Briefly describe preparation activities related to carrying out the outcome evaluation (e.g. survey instrument development, obtaining organizational approval, engaging staff, etc.)*

**C. Data Collection**

*Briefly describe the data collected for outcome evaluation purposes during the quarter (e.g. # and type of respondents)*

**D. Next Quarter Plans**

*Briefly describe planned activities (when possible, include dates)*

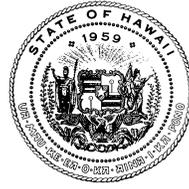
**E. Attachments**

*Include templates of evaluation survey, flyers, and other supporting documents*

# **Attachment H**

## **Family Health Services Division Policy on Budget Revisions**

LINDA LINGLE  
GOVERNOR OF HAWAII



CHIYOME LEINAALA FUKINO, M.D.  
DIRECTOR OF HEALTH

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION  
P. O. Box 3378  
HONOLULU, HAWAII 96801-3378

**FAMILY HEALTH SERVICES DIVISION POLICY ON BUDGET  
REVISIONS  
FOR COST REIMBURSEMENT CONTRACTS  
(Effective September 1, 2008)**

The Family Health Services Division ("FHSD") has developed the following policies for budget revisions related to cost reimbursement contracts to promote consistency in its implementation and to ensure that program objectives are not adversely affected by major revisions.

As a general rule, any proposed transfer of funds between Cost Elements (from the approved Contract Budget), e.g. "Personnel" to "Other Operating," shall receive prior written approval by FHSD. To transfer funds between Cost Elements, please provide FHSD with the following forms as applicable:

1. **Budget Revision Justification Form (FHSD/BUDREV)**. In Section I. of the form, please document the amount of the proposed transfer between Cost Element(s). In Section II, please provide a detailed justification for the proposed transfer(s). If funds are being transferred from Personnel to another Cost Element, the justification shall include an explanation of the impact of such transfers in the attainment of planned outcome, output, and other performance objectives as described under the terms and conditions of the contract. Please attach additional sheets as necessary.
2. **FHSDBud/Rev1& 2 Forms**. Please submit these Budget Revision forms if they are required by your FHSD Program Manager.

ADM. SERV. OFFICE  
LOG NO.

3. **SPO-H-206 A-J**. Please submit the appropriate budget justification forms as they relate to the specific budget revisions made to the expenditure categories. To obtain these forms online, please go to the Hawaii State Procurement Office website at: <http://hawaii.gov/spo/spoh/for-private-providers/forms-and-instructions-for-private-providers-applicants>.

In addition to policies related to transfer of funds between Cost Elements mentioned above, the following policies shall apply to proposed changes within existing Cost Elements in the approved Contract Budget:

1. Any proposed amendment(s) to the following Personnel categories: 1) full time equivalency ("FTE"; 2) percentage of time charged to the contract; and 3) budgeted salary (other than the FTE, percentage of time, and budgeted salary in the approved Contract Budget) shall receive prior written approval by FHSD before the changes are implemented.

The Contractor shall submit form SPO-H-206A as an e-mail attachment to their assigned FHSD Program Manager to justify the proposed changes. Please provide an explanation of the impact of such changes in the attainment of planned outcome, output, and other performance objectives as described under the terms and conditions of the contract. The FHSD Program Manger will respond to the Contractor via e-mail and will include an effective date for the changes, as warranted.

2. Any proposed addition(s) of a new expenditure cost category (other than the pre-authorized expenditure cost categories approved under the Contract Budget) shall receive prior written approval by the DOH before such new expenditure cost categories are added to the budget. To accomplish this, the Contractor shall send a written justification to the FHSD Program Manager via e-mail. The FHSD Program Manager will respond to the Contractor via e-mail and will include an effective date for the amendments, as warranted.
3. FHSD reserves the right to establish more stringent policies regarding the transfer of funds within the pre-authorized expenditure cost categories approved under the Contract Budget on a program by program basis as needed.

Should there be questions in reference to the above policy, please do not hesitate to contact the FHSD Program Manager assigned to your program.

# **Attachment I**

## **4-Year Timeline Template**





Activities	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16
<b><u>Maintenance:</u></b>																
Weekly check in with Peer Leaders		1,2	1-4	1-4, a, b	1-4, a-d	3,4, a-f	a-f	c-f	e, f							
Monthly check in with Peer Leaders						1,2	1-4	1-4, a, b	1-4 1-d	1-4 a-f						
Quarterly Peer Leader hosted event in community				1,2	1-4	1-4	1-4	1-4	1-4	1-4	1-4	1-4	1-4	1-4	1-4	
Community engagement meetings				X		X		X		X		X		X		X
Annual Peer Leader conference						X				X				X		
Recruitment and retraining Peer Leaders, as needed									X		X		X			
<b><u>Sustainability:</u></b>																
Youth video testimony																
Engage school administration support for continuity													X	X	X	X
Engage local business leader for support/ engagement													X	X	X	X

**Attachment J**

**Logic Model Template**

## LOGIC MODEL FORM

**Please use the template below as a guide for developing your program Logic Model.**

**A completed Logic Model serves as a basis for your Proposal Application and future evaluation/reporting.**

Note: Definitions are provided under each component of the Logic Model. Please elongate this form to multiple pages as needed.

**Project Goal/Impact** (*Intended changes occurring in the individual, family, organization (school), community, or system as a result of the program strategies and activities*): \_\_\_\_\_

<b>Objectives/Strategies</b>	<b>Activities</b>	<b>Outputs &amp; Targets</b>	<b>Long-Term Outcomes</b>
<i>The issues your project will address in order to achieve the goal/ the approach used to reach the goal</i>	<i>What we do; How program resources are used to achieve the goals of the proposed project (include timelines)</i>	<i>Direct, short term results of the program activities, described concretely (e.g. numbers of people participating or trained)</i>	<i>Long-term changes/ trends in the knowledge, attitudes, behaviors and/or skills of project participants (achievements expected by the end of the award period)</i>

# **Attachment K**

## **Certifications**

## **CERTIFICATIONS**

### **1. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The undersigned shall comply with all Federal statutes relating to “Certification Regarding Drug-Free Workplace Requirements”. For purposes of notification on criminal drug convictions, the DHHS has designated the following central point for receipt of such notices:

Division of Grants Policy and Oversight  
Office of Management and Administration  
Department of Health and Human Services  
Room 517-D  
200 Independence Ave., S.W.  
Washington, D.C. 20201

### **2. CERTIFICATION REGARDING LOBBYING REQUIREMENTS**

The undersigned shall comply with all Federal statutes relating to “Certification Regarding Lobbying” and as set out in Appendix A to 45 CFR Part 93. Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with the grant, “Maternal, Infant, and Early Childhood Home Visiting Competitive Grant Program”. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

### **3. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PCRA)**

The undersigned shall comply with all Federal statutes relating to the “Program Fraud Civil Remedies Act (PCRA)”. The undersigned certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties.

### **4. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION--Lower Tier Covered Transactions**

The undersigned shall comply with all Federal statutes relating to Debarment, Suspension, Ineligibility and Voluntary Exclusion---Lower Tier Covered Transactions.

- The undersigned is acknowledging that it is a lower tier participant as defined in subpart I 2 CFR part 180.
- The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other

remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

- The lower tier participant shall provide immediate written notice to the HOPA to which this contract is submitted if at any time the lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the HOPA to which this contract is submitted for assistance in obtaining a copy of those regulations.
- The undersigned agrees that it shall not knowingly enter into any lower tier covered transaction with a person or organization who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- The undersigned further agrees that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.
- Nothing contained within this certification shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the undersigned is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- Except for transactions authorized under paragraph 5 of these instructions, if the undersigned in a covered transaction knowingly enters into a lower tier covered transaction with a person or organization who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal

Government, the HOPA with which this contract originated may pursue available remedies, including suspension and/or debarment.

- The undersigned certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- Where the lower tier participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this contract.

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**Name of Organization**

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Name of Authorized Representative

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Title

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Signature

**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan or loan guarantee. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this document the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which subgrantees shall certify accordingly.

\_\_\_\_\_  
**Organization**

\_\_\_\_\_  
**Authorized Signature** **Date**

\_\_\_\_\_  
**Title**

Date