

**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
HONOLULU, HAWAII**

June 7, 2016

**REQUEST FOR INFORMATION
RFI No.: PSD 16-COR-36
(REBID OF PSD 16-COR-19)**

**PROVIDE CLEAN AND SOBER RESIDENTIAL HOUSING
FOR ADULT MALE AND FEMALE INMATES
ON THE ISLAND OF HAWAII**

The Department of Public Safety is seeking qualified providers to provide clean and sober housing for up to 50 (per year) adult male and female inmates (i.e. transitioning from incarceration at the Department of Public Safety's Hawaii Community Correctional Center (HCCC) to extended furlough, community custody status), on the island of Hawaii for both East and West Hawaii. The Contractor shall provide 24-hours/day, 7 days/week substance abuse-free living arrangements and on-site accountability and monitoring of inmates and referral of reentry services. Referral of reentry services shall include cognitive restructuring, substance abuse (i.e. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance, etc.

The tentative initial term of contract shall be for the twenty-four month period from July 1, 2016 through June 30, 2018, or the commencement date stated on the Notice to Proceed, with options to extend for not more than one additional twelve month periods or portions thereof without rebidding subject to the availability of funding, and prior written mutual consent. The total annual budget is \$150,000.00.

A non-mandatory orientation meeting will be held on **June 14, 2016** at:

Department of Public Safety
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

and

HCCC – Hale Nani Facility
Program Building
60 Punahale Street
Hilo, Hawaii 96720

Mr. Kenneth Rowe, Telephone: (808) 981-2895
Facsimile: (808) 981-2896

from **10:00 a.m., HST, to 11:30 p.m., HST**, or its adjournment.

Interested vendors able to attend the orientation meeting shall contact Mr. Kenneth Rowe for security clearance with the following information completed on the attached form no later than June 9, 2016.

Interested vendors **not able** to attend the orientation meeting may call in via telephone conference at:

Conference Dial-in Number: (712) 432-1212

Participant Access Code: 271-724-223

PSD-ASO/PC will be accepting vendors' questions regarding this RFI, up to **June 17, 2016 at 4:30 PM** at PSD-ASO/PC, 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, or via facsimile at (808) 587-1244 or e-mail at marc.s.yamamoto@hawaii.gov. An addendum to respond to the written questions received will be issued on January 14, 2016.

Responses to this request for information are due no later than June 24, 2016, 4:00 pm, to psd.bids@hawaii.gov.

Please note that participation in this RFI process is optional, and is not required in order to respond to any subsequent procurement by the Department. Neither the Department nor the interested party has any obligation under this RFI.

TENTATIVE TIME LINE

| | |
|---------------------------|---------------|
| POST RFI | June 7, 2016 |
| ORIENTATION MEETING | June 14, 2016 |
| WRITTEN QUESTIONS | June 17, 2016 |
| ADDENDUM | June 24, 2016 |
| INFORMATION DUE | July 1, 2016 |

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

According to the Council of State Governments Justice Center's document entitled, "Reentry Housing Options: The Policymakers' Guide," when an inmate is released from prison or jail, the ability to access safe and secure housing within the community is crucial to the inmate's successful reentry (https://csgjusticecenter.org/wp-content/uploads/2012/12/Reentry_Housing_Options-1.pdf). This document further reported that studies have shown that the first month after an inmate's release is a vulnerable period where the risk of becoming homeless and/or returning to prison or jail is high. Yet, in most jurisdictions to which the inmate returns after incarceration, there is a lack of accessible and affordable housing. An inmate's criminal history makes it even more difficult for the inmate to obtain suitable housing. According to data provided on November 19, 2015 by the U.S. Department of Housing and Urban Development (<https://www.hudexchange.info/resource/4832/2015-ahar-part-1-pit-estimates-of-homelessness/>), homelessness in Hawaii rose 10.1 percent in 2015.

The purpose of this project is to provide a clean and sober housing for up to 50 (per year) adult male and female inmates (i.e. transitioning from incarceration at the Department of Public Safety's Hawaii Community Correctional Center (HCCC) to extended furlough, community custody status), on the island of Hawaii. The Contractor shall provide 24-hours/day, 7 days/week substance abuse-free living arrangements and on-site accountability and monitoring of inmates and referral of reentry services. Referral of reentry services shall include cognitive restructuring, substance abuse (i.e. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance, etc.

The purpose of the project is to help inmates successfully reenter society through the assistance of providing clean and sober housing that will reduce the inmate's chances of re-offending while enhancing the inmates' ability to become a productive member of society.

B. Planning activities conducted in preparation an RFP

This request for information is being conducted in preparation for the upcoming RFP.

C. Description of the goals of the service

The goal of the clean and sober housing services is to provide a substance abuse-free, pro-social, independent living environment where inmates can develop the necessary skills to successfully reenter society and not recidivate.

D. Description of the target population to be served

The Contractor shall be required to accept adult male and female inmates who have been assessed and referred by HCCC's Case Manager as being appropriate for, or in need, of clean and sober house services unless the Contractor presents the Department of Public Safety with justifiable reason that a particular inmate should not be accepted into the program. The Department of Public Safety shall make the final determination.

E. Geographic coverage of service

The clean and sober housing services shall be provided on the Island of Hawaii for both East and West Hawaii.

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

The funding available for services under this RFP is approximately \$150,000.00 for the first year of the contract, and \$150,000.00 for the 2nd year of the contract, subject to the availability of funds. Funding shall be distributed as follows: East Hawaii - \$60,000.00/year; and West Hawaii - \$90,000.00/year.

II. General Requirements

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

1. Contractor shall be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.

2. If a non-profit corporation, Contractor must have a governing board whose members have no material conflict or interest and serve without compensation.
3. Contractor must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Contractor must have a minimum of one year of successful experience in dealing with inmates and their families.
5. To those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
 - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
 - c. Description of the activities performed to date and accompanying statistical data.
6. Monitor inmates' behavior to ensure compliance with all State, County, Federal, or Department of Public Safety laws, rules and regulations, terms, etc.
7. Contractor shall have its applicable staff complete the mandated training by the Department of Public Safety (i.e. Prisoner Rape Elimination Act, Volincor, etc.).
8. Comply with the Federal (i.e. Prisoner Rape Elimination Act, etc.), State of Hawaii, or County laws, codes (i.e. fire, zoning, etc.) rules and regulations, etc.
9. Contractor shall include any Conditional Use Permits (if applicable) that have been issued by the City and County.

10. Contractor shall list the address of the clean and sober house(s) and its capacity, square footage, bedrooms, and bathrooms, etc.

B. Secondary purchaser participation

(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: No planned secondary purchases.

C. Multiple or alternate proposals

(Refer to HAR Section 3-143-605)

Allowed Unallowed

D. Single or multiple contracts to be awarded

(Refer to HAR Section 3-143-206)

Single Multiple Single & Multiple

A single award may be given to a provider capable of providing clean and sober housing for both East **and** West Hawaii.

Criteria for multiple awards:

1. Number of bed space available;
2. Location of facility; and
3. Bed day cost per inmate.

E. Single or multi-term contracts to be awarded

(Refer to HAR Section 3-149-302)

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

Contract terms:

Initial term of contract: July 1, 2016 to June 30, 2018 (twenty-four months), or the commencement date stated on the Notice to Proceed.

Length of each extension: Twelve months

Number of possible extensions: One

Maximum length of contract: Three years

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension: Extensions are subject to: the availability of funds; satisfactory performance of the provider to scope of services herein, and upon prior mutual agreement in writing.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider(s). Written questions should be submitted to the RFP contact person and received by the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Marc Yamamoto
Department of Public Safety
Administrative Services Office – Purchasing and Contracts
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814

Phone (808) 587-1215 Fax (808) 587-1244

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

1. Contractor shall have a clean and sober house setting / living arrangement.
2. Contractor shall have 24 hours/day, 7 days/week on-site accountability and supervision of inmates.
3. Contractor shall be required to accept inmates who have been assessed by the Department of Public Safety (e.g. HCCC's Case Manager, etc.) as being appropriate for services, unless the Contractor presents to the Department of Public Safety, justifiable reason that an inmate should not be accepted into the

program. The Department of Public Safety will have the final decision.

4. The Department of Public Safety shall have the opportunity to Recommend the referral of reentry services to the Contractor for the inmate referred. The Department of Public Safety shall have the final decision as to whether an inmate will continue to receive referral services or be terminated from receiving those referral services.
5. Contractor shall have referrals for reentry services through group or individual monitoring to address inmate needs in areas such as substance abuse (e.g. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance.
6. Contractor shall promptly report all negative behaviors (e.g. clean and sober house violations, criminal activity, etc.) to the Department of Safety.
7. Contractor shall have a clean and sober house where the inmates may have onsite access to a telephone, kitchen to prepare meals, washing machine and laundry lines or dryer to do laundry.
8. Contractor shall a clean and sober house with separate buildings for male and female inmates. If separate buildings are unfeasible, explain how male and female inmate contact will be kept to a minimum while living in the same dwelling space.
9. Enable the inmates to engage in meaningful leisure, social and recreation activities.
10. Contractor shall monitor in coordination with the Department of Public Safety, maintain case records and provide periodic or as requested, reports and evaluations to the Department of Public Safety.
11. Contractor shall monitor the reintegration process of the inmate from the clean and sober house to independent living.
12. Contractor shall monitor inmate's budgeting (e.g. opening bank accounts), to ensure that they have a viable plan to meet their

financial obligations (e.g. rent) and accumulate savings for use after release from incarceration.

13. Contractor shall allow inmates with personal health insurance to secure personal medical services with the approval of the Department of Public Safety.
14. Contractor shall have timely intervention when warranted, assistance with family matters and assistance in adjusting to independent living in the community.
15. Contractor shall assist inmates in developing skills necessary for successful reintegration into the community.
16. Contractor shall monitor the inmates living to ensure their compliance with established conditions of the furlough agreement and treatment plans.
17. Contractor shall establish house rules (e.g. curfew, no alcohol, etc.) that are approved by the Department of Public Safety.
18. Contractor shall not invoice the Department of Public Safety for a deposit.
19. The Department of Public Safety shall pay the first month's rent for the inmate. The Department of Public Safety may pay up to an additional six months rent for the inmate, upon a justification and request submitted by the Contractor, and the Department's approval.

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

1. Personnel

The Contractor and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to Chapter 706, including a probationer serving a term of imprisonment pursuant to Section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to Section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Contractor and

any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.

Due to the inmates under this contract being under the jurisdiction of the Department of Public Safety, the Contractor shall employ staff that is suitable to deal with these inmates. The Contractor or Sub-Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department of Public Safety. The Department of Public Safety will review and agree to the employment of Contractor's staff and sub-providers in writing. The Department of Public Safety shall agree any changes to staff and/or sub-providers in writing.

Contractor shall keep the Department of Public Safety informed of the staff to inmate ratio (e.g. 1 staff to 20 inmates).

2. Administrative

- a. Contractor shall operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b. The Contractor shall have the ability to supervise, train, and provide administrative direction relative to the delivery of services.
- c. The Contractor and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Department of Public Safety.

3. Quality assurance and evaluation specifications

The Department of Public Safety's designee will monitor the Contractor's compliance with the service specification mandates and evaluate the services performed. Designee may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the service specifications. Prior to such suspension of the contract by the Administrator, the Contractor shall be allowed to make every effort

to correct any perceived discrepancies and shall be give reasonable time to do so.

Designee shall determine reasonable time.

4. Output and performance/outcome measurements

Contractor shall provide a detailed description of its outcome evaluation and measures of effectiveness and should include, but not limited to:

- Number of inmates accepted into the clean and sober house.
- Number of inmates referred to each service component.
- Number of inmates successfully completed each service component.
- Number of inmates dropped out of each service component.
- Number of inmates terminated from the program due to misconducts (e.g. curfew violations, fighting etc).
- Number of inmates terminated due to criminal offense.
- Number of inmates who found permanent housing.
- Number of inmates who found stable employment.
- Of the inmates who leave the clean and sober house, what percentage of inmates remained arrest-free. Conviction-free.

Long term measures of success include recidivism rates and adjustment in the community. However, Contractors will not be evaluated on measures that occur outside of the contract period.

5. Experience

The Contractor must demonstrate a minimum of one year experience in operating a clean and sober house for adult male and female inmates.

The Contractor must demonstrate experience in training staff to work with male and female inmates.

The Contractor must demonstrate that all current staff meets any licensing and or credential requirements.

The Contractor must demonstrate experience in referring to employment services, educational institutions and social service agencies.

6. Coordination of services

The Contractor must demonstrate experience in coordinating services with social service agencies for assisting inmates with employment (e.g. Division of Vocational Rehabilitation, the Department of Labor Workforce Development, Labor Union training programs, etc.), health (e.g. Department of Health, etc.), transportation (e.g. Hele-On Bus, etc.), housing (e.g. Housing and Urban Development), etc.

The Contractor must demonstrate the ability to coordinate program activities, appointments and interviews with correctional case manager, security staff, parole officers, and community-based offender treatment programs. The Contractor shall openly communicate with the Department of Public Safety.

7. Reporting requirements for program and fiscal data

On the first working day of each month, the Contractor will be required to fax to the HCCC Case Manager the monthly list of the following:

- a) Reports filed separately from billings and marked "confidential" and forwarded to the HCCC Case Manager's office.
- b) Monthly reports to the Department of Public Safety detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
 - The date and time an inmate checked in for services and terminated services at the clean and sober house setting.
 - A roster of inmates who entered and exited the clean and sober house setting.
 - A signed copy of the Attendance Sheet by Contractor as to accuracy and authenticity.
- c) Monthly activity reports, in a format to be approved by the Department of Public Safety, no later than the 10th of each month, unless otherwise specified by the Department.
- d) Report of any knowledge of criminal activity by an inmate, whether potential or actual, to the Department of Public Safety in accordance with agreed upon procedures.

C. Facilities

The Contractor shall provide a description of the facility(s) and site that will be used to meet the clean and sober house needs of the inmates.

IV. COMPENSATION AND METHOD OF PAYMENT

A. Pricing structure or pricing methodology to be used

Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

B. Units of service and unit rate

The Unit of Service and Unit rate shall be based on price per bed per day for clean and sober house services. Deposits or other related fees should be included.

The day rate for clean and sober house beds will be contingent on availability of funds also from unused bed days from the over-all program budget of \$150,000.00/year set forth by the Department of Public Safety. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

C. Method of compensation and payment

Payment to the Contractor shall be made on a reimbursement basis for direct services upon receipt of the original invoice and three copies no later than 30 days after the last session for the month