



Office of the Administrative Director of the Courts • Financial Services Department
Ke'ena o ke Po'o Lawelawe Hana o nā 'Aha Ho'okolokolo • Māhele Lawelawe Waiwai
THE JUDICIARY • STATE OF HAWAII | KA 'OIHANA HO'OKOLOKOLO • MOKU'ĀINA 'O HAWAII
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Date: August 27, 2026

To: All Interested Providers

From: Terri Gearon, Financial Services Director
The Judiciary, State of Hawaii

A handwritten signature in blue ink, appearing to be "TG", is written over the name "Terri Gearon" in the "From:" field.

Subject: **Request for Information for Health & Human Services (103F, HRS) to
Provide Adult Substance Abuse Treatment Services, First Circuit, The
Judiciary, State of Hawaii'i
RFI J28005**

The Judiciary, State of Hawaii issues this Request for Information (RFI) pursuant to Chapter 103F, Hawaii Revised Statutes, to seek information and recommendations from interested providers for the planned purchase to Provide Adult Substance Abuse Treatment Services.

The purpose of this RFI is to gather information from interested service providers, stakeholders, and the public to assist the Judiciary, State of Hawaii in planning a future Request for Proposals (RFP) under Chapter 103F, Hawaii Revised Statutes, for the purchase of health and human services.

This RFI is issued for information and planning purposes only. It is not a solicitation, does not constitute a commitment by the Judiciary to issue an RFP or award a contract, and will not result in the selection of any provider. Responses to this RFI will be used to better understand current industry practices, available services, innovative approaches, and other information that may assist in developing the scope of services and procurement requirements for a future RFP.

Participation in this RFI is voluntary and is not a prerequisite for participation in any subsequent procurement.

Description of the goals of the service

The goals of the requested service are: (1) To provide a comprehensive evidence- based, offender-oriented, continuum of substance abuse treatment services to adult women with alcohol/and other drug problems, who are ordered or directed by the court to obtain treatment; and, (2) the goal of treatment will be to assist adult female offenders, abusing or addicted to alcohol and/or other drugs with the acquisition and demonstration of effective strategies, skills and knowledge which will result in long- term abstinence and a reduction of their re-offending behaviors. The continuum includes Substance Abuse Assessment; Substance Abuse

Education; Pre- Treatment/Motivational Enhancement Services; Outpatient; Intensive Outpatient; Day and Residential Treatment; and Therapeutic Living Program treatment modalities.

Description of the target population to be served

The target population includes adult female offenders, age 18 or older, supervised by the Adult Client Services Branch in the First Circuit of the Judiciary Women's Court program. The target population will include, but shall not be limited to pregnant/parenting women with alcohol and/or other drug related problems and women with co-occurring disorders.

Geographic coverage of service

Service areas include the following:

First Circuit Island of O'ahu

General Requirements

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

1. The Applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
 - a. Residential programs must meet the requirements of the State of Hawaii, Department of Health's (DOH) Administrative Rules: Title 11, Chapter 98, pertaining to Special Treatment Facility. Programs must have a Special Treatment Facility license at the time of application and abide by applicable administrative rules governing accreditation of substance abuse treatment programs.
 - b. Therapeutic Living programs must meet the requirements of the State of Hawaii, DOH's Administrative Rules: Title 11, Chapter 98, pertaining to Special Treatment Facility as it pertains to Therapeutic Living. Programs must have an appropriate license to operate from the DOH, Office of Health Care Assurance (OHCA).
 - c. All applicants shall comply with the State of Hawaii, DOH's Administrative Rules: Title 11,

Chapter 175, pertaining to Mental Health and
Substance Abuse Systems.

2. The proposed services must meet all required state licensing or certification standards, provide assurances for fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverage and identification as applicable. The Applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the Applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On site visits may be made.
3. The Applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchase of Health and Human Services identified in SPO-H-201 (Effective 10/01/98) which can be found on the SPO website (See Section 5, Proposal Application Checklist, for the website address).
4. The Applicant shall have an accounting system in compliance with generally acceptable accounting principles.

Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

The applicant shall provide case management services specific but not limited to: assistance with obtaining a state identification and/or birth certificate, application for welfare and medical benefits; assistance with transportation, employment, vocational and/or educational needs; and assistance with treatment (Substance use) referrals.

1. The applicant shall help the client solve issues related to finding permanent housing, connecting with community agencies, and other needed resources.
2. In conjunction with providing the case management services, the applicant shall provide the following management services
 - A. The applicant must provide orientation to any new client placed in their program for case management services.

- B. The applicant must be able to provide services to a wide variety of clientele, including limited English proficiency persons and persons with disabilities.
- C. The applicant/ case manager must meet the client at various locations (i.e. clean and sober home; probation office, or in the community) and provide an individualized approach to the client by addressing their basic needs while utilizing some motivational interviewing skills to identify strengths, needs, and goals and assist them with being successful with their recovery.
- D. The applicant/case manager will meet the client weekly to create and review their case plan to include identifying client goals, identifying challenging circumstances unique to the client, identify and fill resource gaps, and make any adjustments to the plan, if needed, and follow-up with any paperwork that is needed to achieve the client's specific goals.
- E. The applicant will continue case management services after the client moves into their own independent residence to provide a smooth transition for the client.
- F. The applicant must communicate with the client's assigned probation officer or designee on the client's progress with case management goals. The applicant shall notify the Judiciary, ACSB of any non-compliance of the referred client.

Written comments in response to the RFI shall be emailed to caelan.m.omeara@courts.hawaii.gov

The deadline for the receipt of comments is **12:00 p.m., HST, on Wednesday, September 9, 2026.**

PLEASE NOTE:

- Participation in the RFI is optional and is not required to respond to any subsequent procurement action a purchasing agency may take. Neither the purchasing agency nor interested parties responding have any obligation under the RFI.

- Neither the Judiciary nor any interested party responding to the RFI has any obligation under this process.
- The purchasing agency reserves the right to adopt or not adopt any recommendations presented in response to the RFI.
- This RFI does not commit the Judiciary to solicit or award a contract or to pay any costs incurred in the preparation of the information submitted. The Judiciary reserves the right to accept, reject, or utilize without obligation, any information submitted in response to this request.