



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: September 2, 2026

To: All Interested Providers

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

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Subject: **Request for Information for Health & Human Services (103F, HRS) for
Assessment and Treatment of Adult Sex Offenders, First Circuit, The
Judiciary, State of Hawai'i
RFI J28017**

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 of Assessment and Treatment of Adult Sex Offenders.

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

Sex offender specific treatment services are needed to provide the Judiciary and the community with a comprehensive approach in dealing with adults who are sentenced or directed by the court to obtain sex offender treatment services

Description of the target population to be served

Adults (male/female) referred for sex offender assessments and/or treatment who are: 1) Convicted offenders; or 2) Conditional Release offenders; or 3) Offenders placed on deferred status by the court who as a condition of court supervision require sex offender treatment.

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.
2. The applicant must have demonstrated its competence or qualifications to perform the required services. The assessor and primary treatment therapist must hold a master's or doctoral degree in one of the disciplines related to human services, such as psychology, social work, nursing, counseling, and psychiatry and meet the academic training and work experience described in the Sex Offender Management Team (SOMT) qualifications guidelines.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201

(Effective 10/01/98), which can be found on the SPO website (See Section 5, Proposal Application Checklist, for the website address).

Scope of Work

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

1. The Provider shall provide a curriculum for sex offense-specific treatment that incorporates evidence-based practices. Services shall integrate the offender's risk based on valid risk assessment instruments, criminogenic needs, and responsivity factors. Effective interventions, such as motivational interviewing, cognitive behavioral therapy (including relapse prevention and cognitive restructuring techniques), and skill training with directed practice, shall be applied to address the occurrence and dynamics of sexually deviant behavior to promote behavior change. The primary treatment modality is group therapy; however, adjunct modalities shall include partner or couples therapy, psychoeducation, and/or individual therapy. The curriculum shall include an aftercare component with a monitoring system.
 - a. The Applicant shall provide sex offender treatment that follows the guidelines set forth by the SOMT. The treatment curriculum will combine Relapse Prevention, Behavior Modification, and psychological components to sex offenders in groups consisting of no more than twelve. The goal of treatment is to increase the sex offenders' coping skills to manage their impulses to sexually assault.
 - b. The Applicant shall provide a copy or a detailed description of the curriculum they use with sex offender clients in their program. The description shall include (but not limited to) the length of the program, the number treatment modules, the content of each program module, assessment tools used in the program, the number of group sessions per week, and the length of each group session.
 - c. To develop the client's positive support network, the Applicant shall provide family sessions with the client, their significant other, and/or family members as a requirement of the treatment plan. (See attached template for Significant Others Contract).
 - d. To assist the client in paying for their treatment services, the Applicant shall provide group sessions with no more than one (1)

billed/invoiced session per week. Any additional sessions per week must be approved by the Probation Office. Per SOMT, sessions are to be no less than 1.5 hours to no more than 3 hours per week.

- e. For community safety and client compliance with supervision conditions, the Applicant shall allow the probation officer to observe groups at any time, via in-person or virtual platform. Confidentiality of any session shall be adhered to by all parties.
 - f. For community safety and rehabilitation of the client, the Applicant shall communicate with 3rd parties of the client (i.e.: significant others, landlords, family members, etc.) and report the content of their communication, especially information regarding the safety of the community and/or victims, to the Probation Officer.
 - g. The Applicant shall provide any information or updates on the client to the Probation Officer, upon request of the Adult Client Services Branch or designee.
 - h. The Applicant shall inform the probation officer when their client/s transition from one treatment module to another. This notification can be conducted via monthly meetings, telephone, e-mail, or within the client's progress report/s.
2. The Applicant shall provide assessment services that follow the guidelines set forth by the State of Hawaii Sex Offender Management Team (SOMT). The comprehensive evaluation reports will summarize the results of assessments conducted upon sex offenders. Components to be summarized include a) a clinical interview; b) history; c) psychometric testing; d) Abel Assessment; and e) polygraph examination.
- a. The Applicant shall incorporate evidence-based practices in sex offender treatment services by utilizing validated risk assessment instruments and effective interventions that target risk factors, criminogenic needs, and responsivity, such as motivational interviewing, cognitive behavioral therapy, and skill training with directed practice.
 - b. The Applicant shall provide copies of all assessments, psychosexual, Stable 2007, Static 99, ACUTE; and any other necessary assessments to the Adult Client Services Branch or designee.
3. The Applicant must attend monthly meetings with the ACSB/SOU staff either in person or on a virtual platform.

- a. The Applicant must submit monthly progress reports on each individual client to the Judiciary, Adult Client Services Branch, Sex Offender Unit, in the format provided. The progress reports are due to the Probation Officer by the 5th working day of each month and reports on the month prior. Reports can be sent via e-mail, fax, or mail. The vendor shall attach additional reports and/or assessments as needed. (see attached template).
- b. The Applicant shall provide the victim empathy apology letters written from the client to the victim, upon request of the Adult Client Services Branch or designee. The letter/s are for Adult Client Services records only unless requested by the victim. The Apology letter is a live document that the client will complete in collaboration with their probation officer and the Applicant. (see attached template).
- c. The Applicant shall provide a final copy of the client's sexual offense layout (see attached template) to the Probation Officer. The layout is a live document that the client will complete in collaboration with their probation officer and the Applicant.
- d. The Applicant shall collaborate on a relapse prevention plan with the client. To provide the client with additional support and resources. The Applicant shall provide the relapse prevention plan to the Adult Client Services Branch or designee.

Guideline and Ethical Principles:

- 4. Sex offense-specific treatment continues to evolve with evidence-based research. New guidelines for the assessment and treatment of sex offenders may be developed by SOMT during the contract period and will be implemented upon negotiation to the satisfaction of both the contracting agency and the Applicant.
 - A. The SOMT guidelines are attached to this RFP and will be attached and made part of the contract. Any updates to the SOMT guidelines shall also be adhered to by the Applicant.
- 5. The nature and scope of the services to be provided shall be performed in accordance with established clinical principles, clinical practices, and clinical ethics.

6. The Applicant's finished work products are the property of the contracting agency.

B. Termination of Court-Ordered Treatment

1. Termination for sex offense-specific treatment may be appropriate due to non-compliance of the treatment contract. Violence or threats of violence shall warrant immediate termination.
2. Upon termination of treatment, the Applicant shall provide a recommended plan of action to the probation officer.
3. The Applicant must notify the contracting agency by the next working day and provide documentation when a client:
 - a. Chooses to withdraw from treatment.
 - b. Is terminated from treatment.
 - c. Is scheduled for treatment and fails to attend.
4. At a maximum, any client who inexcusably fails to attend four consecutive treatment sessions shall be notified of his/her termination by the Applicant. A copy of the termination notice shall be forwarded immediately to the probation office via fax or e-mail.
5. Immediate termination of court-ordered treatment shall be considered for community safety purposes. Clients who pose an ongoing threat to the community, even while demonstrating progress in treatment, may require ongoing supervision and/or treatment to manage their risk.

Written comments in response to the RFI shall be emailed to
alysa.k.makahanaloa@courts.hawaii.gov

The deadline for the receipt of comments is **12:00 p.m., HST, on Wednesday, September 16, 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.