



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 24, 2026

To: All Interested Providers

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

Subject: **Request for Information for Health & Human Services (103F, HRS) for Girls Court Program In-Community Service, First Circuit, The Judiciary, State of Hawai'i**
RFI J28021

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 Girls Court Program In-Community Service.

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

Female adolescents in the juvenile justice system exhibit high rates of mental health problems. Co-occurring disorders, histories of trauma and abuse, depression, self-mutilation, suicide attempts, substance abuse, and family conflicts are particular problems. Professional mental health services are needed for the female adolescents and their families participating in the Girls Court Program. Better outcomes are hoped for by effectively meeting the mental health treatment needs of girls in the juvenile justice system through a gender-responsive and strength and family-based treatment approach. Supportive services are needed to assist girls in learning better coping

strategies, improving their behavioral and life circumstances, and reducing the likelihood of their re-offending.

Girls Court also serves girls, and youth who identify as girls, who are victims of commercial sexual exploitation of children (CSEC). These cases often present with complex needs, both short and long term. CSEC victims are often reluctant to identify themselves as such, and the dynamics of CSEC victimization may include mental health problems and trauma related resistance and a lack of cooperation with authorities. Supportive mental health services are needed in a multidisciplinary team approach.

Description of the target population to be served

Female adolescents between the ages of 12-17 being serviced by the First Circuit's Girls Court Program.

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 competence or qualifications to perform the required services.
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 coverage 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, POS Application Checklist, for the website address.

Scope of Work

The scope of work encompasses the following tasks and responsibilities:

Service Activities (Minimum and/or mandatory task and responsibilities)

1. Individual and Family Therapy/Counseling

- a. The provider shall provide individual therapy on a weekly basis to girls and families identified by the Girls Court Program in need of services. The services are to help the girls address abuse or trauma issues, reduce self injuring behaviors, identify behaviors that interfere with successful management of emotions, and develop better coping skills to deal with stresses and improve their functioning. These sessions may include the families or guardians of the Girls Court participants.
- b. Therapy sessions will be flexible with regard time and place. For the purpose of outreach, sessions may be held at the Girls Court office, or in the community, including the Girls Court participant's school, home, or out-of-home placement site.
- c. Written treatment plans and goals will be developed for each Girls Court participant accessing therapy services, utilizing a strength-based model.
- d. Provider shall provide consultation to the Girls Court staff during weekly case reviews and on an as needed basis, regarding issues of concern that may affect the overall well-being of the Girls Court participants.
- e. Provider shall be available to Girls Court participants during crisis situations as well as provide consultation to staff as needed during emergencies, including beyond regular work hours.
- f. Proposal must include demonstrated capacity in providing services to youth diagnosed with Fetal Alcohol Spectrum Disorders and youth with similar needs. Provider must be knowledgeable about FASD and the implications for service delivery and needed supports for afflicted youth and families.
- g. Proposal must describe provider's knowledge, skills, and experience in providing therapeutic intervention for youth identified as victims of Commercial Sexual Exploitation of Children (CSEC).

2. Parent Group Sessions

- a. Provider shall facilitate Family Group Sessions involving all families in a cohort or as determined by the Girls Court Program Coordinator.
- b. The purpose of the sessions is to engage the families in the Girls Court Program, as well as in the healthy development of the Girls Court participants.

3. Girls Group Sessions

- a. Selected Girls Court participants attend bimonthly group sessions. Provider shall provide group facilitation.
- b. The purpose of the group sessions is to provide education, foster self-awareness and accountability, as well as to encourage the positive development of the Girls Court participants.
- c. Provider shall provide oversight and consultation to the Girls Court staff with respect to issues and concerns of group facilitation, in-group behavior management and follow-up to high risk disclosures.

4. Girls Court Activities

- a. Provider shall provide input into the planning of, and attend and participate in the Girls Court activities. These activities are designed to address the continuum of special needs of female adolescents and include physical and emotional health, sexuality, substance abuse, education, and employment.
- b. The schedule of activities is generally once per month includes quarterly community service events with girls and parents/guardians. During the Department of Education spring break, summer and fall inter-session, academic and/or vocational breaks activities are additionally scheduled.

5. Consultation

- a. Provider shall participate as part of the Girls Court treatment team in meetings that may be scheduled by the Department of Education, Department of Health, and/or any of the respective contracted service providers.

6. Documentation

- a. After each individual and/or family therapy session, provider shall submit to the Girls Court Coordinator case notes that outline concerns and the participant's progress towards her goals. Each session is to be documented in the participant's file.
- b. If a court ordered therapy session fails to occur, provider will notify the Girls Court staff of the missed session and the reason.

- c. Provider shall maintain frequent contact with the Girls Court staff both by phone and in writing to inform them of the ongoing status of the cases.

Written comments in response to the RFI shall be emailed to shirleen.r.cadiz@courts.hawaii.gov

The deadline for the receipt of comments is **12:00 p.m., HST, on Thursday, October 8, 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.