

State of Hawaii
Department of Corrections and Rehabilitation
Reentry Coordination Office

Request for Proposals

RFP No.: DCR 27-RCO-13

CLEAN AND SOBER HOUSING
FOR ADULT MALE OFFENDERS/SUPERVISED
RELEASE, FURLOUGH & PAROLE
ON THE ISLANDS OF KAUAI, MAUI, AND OAHU

September 25, 2026

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.*

September 25, 2026

REQUEST FOR PROPOSALS
CLEAN AND SOBER HOUSING
FOR ADULT MALE OFFENDERS/SUPERVISED RELEASE, FURLOUGH &
PAROLEES
ON THE ISLANDS OF KAUAI, MAUI, AND
OAHU
RFP No. DCR 27-RCO-13

The Department of Corrections and Rehabilitation's (DCR's) Rehabilitation Division Reentry Coordination Office (RCO) is requesting proposals from qualified applicants to provide Clean and Sober Housing for male offenders/Supervised Release, Furlough and Parole who are transitioning from incarceration into the community. The following is the approximate breakdown per year of offenders/parolees for the Islands of Kauai, Maui, and Oahu:

- Island of Kauai:
20 adult male offenders/Supervised Release, Furlough and Parole (may be more or may be less) per year
- Island of Maui:
25 adult male offenders/Supervised Release, Furlough and Parole (may be more or may be less) per year
- Island of Oahu:
100 adult male offenders/Supervised Release, Furlough and Parole (may be more or may be less) per year

For Kauai, Maui, and Oahu, the initial term of contract shall be for the twenty-four-month period effective on the start date from the Notice to Proceed, or February 1, 2027 through January 31, 2029, with the option to extend for not more than two (2) additional twelve month periods, or portions thereof, without rebidding subject to the availability of funding, and prior written mutual consent. The total budget is \$1,120,000.00 for the first 24 months of the contract, and the breakdown by island is as follows: \$720,000.00 (or \$360,000.00 per year) for Clean and Sober Housing services for adult male offenders/supervised release, furlough and parole on the Island of Oahu; \$200,000.00 (or \$100,000.00 per year) for Clean and Sober Housing services for adult male offenders/supervised release, furlough and parole on the Island of Kauai and \$200,000.00 (or \$100,000.00 per year) for Clean and Sober Housing services for adult male offenders/supervised release, furlough and parole on the Island of Maui for the duration of the twenty-four-month period.

DCR's Reentry Coordination Office will conduct a non-mandatory orientation on **October 7, 2026, at from 10:00 a.m. HST to 11:00 a.m. HST**, or its adjournment via in-person and online via Microsoft Teams:

1. In-Person:

(If you are attending in-person, then a Mandatory RSVP is required by October 2, 2026, 4:00 pm, via email to dcr.bids@hawaii.gov. An RSVP confirmation will be issued to you by October 6, 2026, 4:30 p.m. HST, to confirm your attendance. If you do not receive this confirmation, you will **not** be allowed to attend in-person. However, you are allowed to attend via on-line Microsoft Teams instead, without an RSVP.

Location: Keoni Ana Building
1177 Alakea Street, Room 306, 3rd floor conference room
October 7, 2026, 10:00 a.m. HST

Parking: There is no available parking at the Keoni Ana Building

Security Check-in: There is a security guard in the lobby, and you must be prepared to show your ID to obtain a visitor's badge to enter.

2. Or Online via:

(No RSVP needed)

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/261182564299401?p=8EtCY1ABgwt8QQR3ce>

Meeting ID: 261 182 564 299 401

Passcode: cS9QS6js

All prospective Applicants are encouraged to attend the orientation.

Proposals shall be mailed, postmarked by the United States Postal Service (USPS) on or before October 30, 2026, and received no later than 10 calendar days from the submittal deadline. Proposals mailed via private mail services such as FedEx or UPS shall be considered the same as hand delivery, and therefore must be physically received by 4:30 p.m., HST on October 30, 2026, not postmarked. Any proposal postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The deadline for submission of written questions is 4:30 p.m., HST, on October 9, 2026. All written questions will receive a written response from the State on or about October 15, 2026.

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Marc Yamamoto via e-mail at DCR.bids@hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original Hard Copy + Three (3) Hard Copies

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **October 30, 2026**, and received by the state purchasing agency no later than 10 days from the submittal deadline.

All Mail-ins

Department of Corrections and Rehabilitation
Administrative Services Office—Procurement & Contracts
1177 Alakea Street
Honolulu, Hawaii 96813

RFP COORDINATOR

Marc S. Yamamoto, PSS IV
Telephone: (808) 587-1215
Facsimile: (808) 587-1244
Email:
DCR.bids@hawaii.gov

PRIVATE MAIL DELIVERIES SHALL BE ACCEPTED UNTIL 4:30 P.M., Hawaii Standard Time (HST), October 30, 2026. Deliveries by private mail services such as FEDEX or UPS, shall not be accepted if received after 4:30 p.m., October 30, 2026.

SUBMISSION OF PROPOSAL

Applicants shall plan accordingly to meet the proposal due date.

Proposals must be mailed-in, and sealed. Applicants are required to submit the completed proposal package consisting of: One original hard copy, and three hard copies in a sealed envelope or box identified with the following information:

- Applicant's name, address, and telephone number
- The words, "REQUEST FOR PROPOSALS"
- The Request for Proposals number
- The title of the Request for Proposals
- The date and time of the due date

Department of Corrections and Rehabilitation
Attention: ASO, Procurement and Contracts Unit
1177 Alakea Street
Honolulu, Hawaii 96813

ASO shall not be responsible for any misrouting of improperly identified submittals.

Proposals submitted by hand-delivery and private mail delivery shall be deemed received when actually received and evidenced by the date and time registered by the ASO-PC time stamp clock.

Proposals submitted by USPS mail shall be deemed received on the post-mark date, provided the proposal is actually received by the purchasing agency within ten days from the postmark date.

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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)	September 25, 2026
Distribution of RFP	September 25, 2026
RFP orientation session	October 7, 2026, 10:00 am HST
Closing date for submission of written questions for written responses	October 9, 2026 4:30 pm HST
State purchasing agency's response to applicants' written questions	October 15, 2026
Discussions with applicant prior to proposal submittal deadline (optional)	To be determined
Proposal submittal deadline	October 30, 2026
Discussions with applicant after proposal submittal deadline (optional)	To be determined
Final revised proposals (optional)	To be determined
Proposal evaluation period	November 2, 2026 To December 2, 2026
Provider selection	December 15, 2026
Notice of statement of findings and decision	December 15, 2026
Contract start date	February 1, 2027, or Start Date on Notice to Proceed

1.2 Website Reference

Item	Website
1 Procurement of Health and Human Services	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/
2 RFP website	http://hawaii.gov/spo2/health/rfp103f/
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://spo.hawaii.gov Click on the “References” tab.
4 General Conditions, AG-103F13	http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view
5 Forms	http://spo.hawaii.gov Click on the “Forms” tab.
6 Cost Principles	http://spo.hawaii.gov Search: Keywords “Cost Principles”
7 Protest Forms/Procedures	http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/
8 Hawaii Compliance Express (HCE)	http://spo.hawaii.gov/hce/
9 Hawaii Revised Statutes	http://capitol.hawaii.gov/hrscurrent
10 Department of Taxation	http://tax.hawaii.gov
11 Department of Labor and Industrial Relations	http://labor.hawaii.gov
12 Department of Commerce and Consumer Affairs, Business Registration	http://cca.hawaii.gov click “Business Registration”
13 Campaign Spending Commission	http://ags.hawaii.gov/campaign/
14 Internal Revenue Service	http://www.irs.gov/
(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at http://hawaii.gov)	

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective Providers 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 Provider.

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 Corrections and Rehabilitation
Rehabilitations Division-Reentry Coordination Office
1177 Alakea Street, 5th Floor
Honolulu, Hawaii 96813
Contact Person: Ms. Cristy Yokoyama
Telephone Number: (808) 587-1386
Email address: cristy.k.yokoyama@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.

RFP Contact Person:

Marc S. Yamamoto
Department of Corrections and Rehabilitation
Administrative Services Office – Procurement and Contracts Sections
1177 Alakea Street, 3rd Floor
Honolulu, Hawaii 96813
Telephone Number: (808) 587-1215
Facsimile Number: (808) 587-1244
Email Address: DCR.bids@hawaii.gov

1.7 Orientation

A non-mandatory orientation for applicants in reference to the request for proposals will be held on October 7, 2026 from 10:00 a.m. to 11:00 a.m., HST, or its adjournment.

DCR's Reentry Coordination Office will conduct a non-mandatory orientation on **October 7, 2026, at from 10:00 a.m. HST to 11:00 a.m. HST**, or its adjournment via in-person and online via Microsoft Teams:

1. In-Person Instructions:

(If you are attending in-person, then a Mandatory RSVP is required by October 2, 2026, 4:00 pm, via email to dcr.bids@hawaii.gov. An RSVP confirmation will be issued to you by October 6, 2026, to confirm your attendance. If you do not receive this confirmation, you will **not** be allowed to attend in-person. However, you are allowed to attend via on-line Microsoft Teams instead, without an RSVP.

Location: Keoni Ana Building
1177 Alakea Street, Room 306, 3rd floor conference room
October 7, 2026, 10:00 a.m. HST

Parking: There is no available parking at the Keoni Ana Building

Security Check-in: There is a security guard, and you must be prepared to show you ID to obtain a visitor's badge in the lobby.

2. Or Online via:

(No RSVP needed)

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/261182564299401?p=8EtCY1ABgwt8QQR3ce>

Meeting ID: 261 182 564 299 401

Passcode: cS9QS6js

Providers 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

Providers may submit questions to the RFP point-of-contact identified in Section 1.6. Written questions should 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 October 9, 2026 **Time:** 4:30 p.m. HST

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

Date: October 15, 2026

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, 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.
 3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. 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 Provider 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 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.

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 Proposal

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 (1) 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.

Head of State Purchasing Agency	Procurement Officer
Name: Mr. Tommy Johnson	Name: Tessie Fernandez
Title: Director	Title: Business Management Officer
Mailing Address: 1177 Alakea Street, 3 rd Floor Honolulu, Hawaii 96813	Mailing Address: 1177 Alakea Street, 3 rd Floor Honolulu, Hawaii 96813
Business Address: Same as above.	Business Address: Same as above.

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 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.

INSURANCE REQUIREMENTS

Provider shall maintain in full force and effect during the life of this contract, liability and property damage insurance to protect the Provider from claims for damages for personal injury, accidental death and property damage which may

arise from operations under this contract, whether such operations be by himself or anyone directly or indirectly employed by either of them.

The following minimum insurance coverage(s) and limit(s) shall be provided by the Provider.

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (occurrence form)	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile, if applicable	Bodily Injury \$1,000,000/person \$1,000,000/occurrence Property Damage \$1,000,000/accident

The Commercial General Liability insurance policy required of the Provider, shall contain the following clauses:

1. "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, Department of Corrections and Rehabilitation, Administrative Services Office—Purchasing and Contracts, 1177 Alakea Street, 3rd Floor, Honolulu, Hawaii 96813."
2. "The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii."
3. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire selection term, including all extended periods if exercised.

Please also submit the insurance policy endorsements that reflect the State of Hawaii, Department of Public Safety is added as an additional insured, and also that your insurance policy shall be primary/non-contributory. In lieu of individual endorsements, a blanket endorsement will be acceptable.

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

Provider agrees to deposit with the State of Hawaii certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this agreement have been complied with and to keep such insurance in effect and the certificate(s) on deposit with the State during the entire term of this agreement,

including those of its Subcontractor(s), where appropriate. Upon request by the State, Provider shall be responsible for furnishing a copy of the policy or policies.

Failure of the Provider to provide and keep in force such insurance shall be regarded as material default under this agreement, entitling the State to exercise any or all of the remedies provided in this agreement for a default of the Provider.

The procuring of such required insurance shall not be construed to limit Provider's liability hereunder nor to fulfill the indemnification provisions and requirements of this agreement. Notwithstanding said policy or policies of insurance, Provider shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this agreement.

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 State of Hawai'i Department of Corrections and Rehabilitation (DCR) recognizes that successful reentry begins prior to an individual's release from incarceration and continues throughout the transition into the community. Individuals released on parole, furlough, supervised release, and other authorized community placements may encounter significant barriers to securing safe, stable, and appropriate housing.

Housing instability can interfere with an individual's ability to comply with conditions of supervision, obtain and maintain employment, participate in substance use treatment and other required programming, maintain sobriety, establish positive community supports and successfully reintegrate into the community.

The Bureau of Justice Assistance (BJA) identifies safe and affordable housing as both a significant challenge for individuals leaving incarceration and an important part of the foundation for successful reintegration. BJA's Smart Reentry: Housing Demonstration Program is specifically intended to increase safe, healthy, and affordable housing options for adults released from prisons and jails. (1)

Accordingly, DCR seeks to establish Clean and Sober Housing services that provide eligible individuals with a safe, structured, substance-free living environment during this critical period of transition.

Housing instability among individuals returning from incarceration is a significant national reentry concern.

The Bureau of Justice Assistance and Council of State Governments (CSG) Justice Center's *Zero Returns to Homelessness Resource and Technical Assistance Guide* reports that:

"Every year, tens of thousands of people experience homelessness as they return to their communities from incarceration." (2)

1. BJA- Smart Reentry: Housing Demonstration/Overview 2024

2. CSG- Zero Returns to Homelessness Resource and Technical Assistance Guide 2024

The same national resource reports that people returning from incarceration are almost 10 times more likely to experience homelessness than the general population. (3)

The housing problem is also widely recognized by state correctional systems. BJA reported that 95 percent of state departments of corrections identified a lack of affordable housing as the most prevalent barrier facing people returning to the community after incarceration. (4)

Stable housing is a critical component of successful reentry. Research indicates that housing instability and periods of homelessness are associated with increased risk of recidivism, including new convictions, revocations, and readmission to prison. Conversely, evaluations of reentry housing programs have demonstrated reductions in new convictions and prison readmissions for new crimes among individuals receiving housing and supportive services. (5)

For individuals with substance use histories or who require a substance-free living environment as part of their transition into the community, access to structured clean and sober housing can provide the stability necessary to support recovery, compliance with conditions of supervision, employment, treatment participation, and other individualized reentry goals. Stable housing provides a platform from which individuals can address other reentry needs, including maintaining sobriety, securing employment, and developing prosocial community connections. (6)

Accordingly, the Department of Corrections and Rehabilitation (DCR) seeks to establish contracted Clean and Sober Housing services to provide eligible individuals transitioning to parole, furlough or supervised release with timely access to safe, stable, substance-free housing. These services are intended to reduce housing instability during the critical transition from incarceration to the community and support successful reintegration, continuity of care, compliance with supervision requirements, recovery, and public safety.

3 & 4.. BJA- Smart Reentry: Housing Demonstration Program, FY 2025 Solicitation 2025

5. U.S. Dept. of Justice: Homelessness and Reentry: A Multisite Outcome Evaluation of Washington State's Reentry Housing Program for High Risk Offenders 2014

6. U.S. Dept. of Justice: Housing as a Platform for Formerly Incarcerated Persons 2012

DCR is seeking qualified Providers to provide Clean and Sober Housing for offenders/supervised release, furlough and parole who are transitioning from incarceration into the community. The following is the approximate breakdown per year of offenders/parolees for the Islands of Kauai, Maui, and Oahu:

- Island of Kauai:

20 adult male offenders/supervised release, furlough and parole (may be more or may be less) per year

- Island of Maui:

25 adult male offenders/supervised release, furlough and parole (may be more or may be less) per year

- Island of Oahu:

100 adult male offenders/supervised release, furlough and parole (may be more or may be less) per year

B. Planning activities conducted in preparation for this RFP

Pursuant to Hawaii Administrative Rules (HAR), Chapter 3-142-202(e), compliance with the issuance of a Request for Information has been waived on the basis that the following have remained unchanged: target population for services; and the scope of services.

C. Description of the goals of the service

The goal of the Clean and Sober Housing is to provide offenders/supervised release, furlough and parole who have an immediate need for appropriate housing accommodation, an alcohol and drug free living arrangement where the offenders/supervised release, furlough and parole can work on securing his/her own appropriate housing accommodation to successfully reenter society, remain a law-abiding citizen and not recidivate.

D. Description of the target population to be served

The Provider shall accept adult male offenders/supervised release, furlough and parole who have been assessed and referred by DCR's Intake Service Officers, Case Managers or HPA's Parole Officers as being appropriate for, or in need, of Clean and Sober Housing unless the Provider presents DCR with

justifiable reason that a particular offender/parolee should not be accepted into the Clean and Sober Housing. DCR shall make the final determination.

E. Geographic coverage of service

The Clean and Sober Housing shall be provided on the Islands of Kauai, Maui, and Oahu.

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

The funding available for Clean and Sober Housing under this RFP is approximately \$1,120,000.00 for the first 24 months of the contract.

The following is the breakdown of the \$1,120,000.00:

- \$200,000.00 for Clean and Sober Housing services for adult male offenders/supervised release, furlough and parole on the Island of Kauai
- \$200,000.00 for Clean and Sober Housing services for adult male offenders/supervised release, furlough and parole on the Island of Maui
- \$720,000.00 for Clean and Sober Housing services for adult male offenders/supervised release, furlough and parole on the Island of Oahu

The above breakdown are estimates and are subject to change and/or reallocation at the discretion of the Department of Corrections and Rehabilitation should there be a lack of interested providers for either a specific gender, geographic area or both. At the discretion of the Department of Corrections and Rehabilitation, funding for a gender and geographic area may be increased or decreased up to twenty-five percent (25%) of the awarded amount depending on usage or lack thereof.

Co-ed Clean and Sober Housing with male and female offenders/parolees sharing the same room is prohibited.

2.2 Contract Monitoring and Evaluation

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

1. Provider 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, Provider must have a governing board whose members have no material conflict or interest and serve without compensation.
3. Provider 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. Provider should have a minimum of one (1) year of successful experience in dealing with offenders/parolees.

To those providers that do not meet the one (1) 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 (1) year experience requirement, the Clean and Sober Housing for which funds are being requested is a new Clean and Sober Housing service, etc.)
- b. The qualifications and experience of the Provider in providing Clean and Sober Housing administering

services for other related Federal or State programs in the past.

- c. Description of the activities performed to date and accompanying statistical data.
5. Provider shall monitor offenders'/parolees' behavior to ensure compliance with all State, County, Federal, or DCR's laws, rules, regulations, terms, etc.
6. Provider shall have its applicable staff complete the mandated training by DCR (e.g., Prisoner Rape Elimination Act, VolinCor, etc.).
7. Provider shall comply with the Federal (e.g., Prisoner Rape Elimination Act, Health Insurance Portability and Accountability, Americans with Disabilities Act, etc.), State of Hawaii, or County laws, codes (e.g., fire, zoning, etc.) rules, regulations, etc.
8. Provider shall include any Conditional Use Permits (if applicable) that have been issued by the City and County for the clean and sober home(s) it intends to use for the offenders/parolees referred for the contracted service.
9. Provider shall list the address, capacity, square footage, bedrooms, and bathrooms, of the clean and sober home(s) it intends to use for the offenders/parolees referred for the contracted service. Provider shall provide a schematic layout.
10. Provider shall include its policies and procedures regarding the provision of Clean and Sober Housing.
11. Provider shall register its DCR-contracted clean and sober home(s) within 30 days of the State of Hawaii's Clean and Sober Registry start date. *See HRS 321-193.7
https://www.capitol.hawaii.gov/hrscurrent/Vol06_Ch0321-0344/HRS0321/HRS_0321-0193_0007.htm

Provider shall fully comply with the Hawaii Administrative Rules, Title 11, Department of Health, Chapter 178: "Clean and Sober Homes Registry" : <https://health.hawaii.gov/substance-abuse/files/2019/03/Chapter-11-178-HARS.pdf>

Provider shall **immediately** notify the DCR of any complication or obstacles with registering. Provider shall provide written documentation or proof of any complication or obstacles with registering upon request by DCR.

DCR shall determine if an extension beyond the 30 days is appropriate. DCR shall determine the length of the extension to register with the State of Hawaii's Clean and Sober Registry.

12. Provider shall require all staff to have a current TB clearance.

B. Secondary purchaser participation
(Refer to HAR §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 §3-143-605)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to HAR §3-143-206)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

1. Clean and Sober Housing services provided;
2. Number of bed space available;
3. Location of Clean and Sober Housing/Facility; and
4. Bed day cost per offender/parolee.

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:

Contract terms:

Initial term of contract: February 1, 2027 to January 31, 2029 (twenty-four months), or the start date on the Notice to Proceed.

Length of each extension: Twelve months

Number of possible extensions: Two

Maximum length of contract: Four 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 Corrections and Rehabilitation
Administrative Services Office – Purchasing and Contracts
1177 Alakea Street, 3rd Floor
Honolulu, Hawaii 96813

Phone (808) 587-1215
Fax (808) 587-1244
e-mail: DCR.bids@hawaii.gov

Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

1. Provider shall maintain 365-day-a-year alcohol and drug free living arrangements.
2. Provider shall maintain a tobacco-free environment.
3. Provider shall have an individual (e.g., live-in resident, outreach worker, etc.) on the premise of the contracted clean and sober home(s) between 10:00 PM to 6:00 AM for the accountability of offenders/parolees.
 - a. The individual shall be pre-approved by DCR.
 - b. The individual shall complete VolinCor/PREA training.

- c. The individual shall conduct DAILY (including weekends and holidays) unannounced rounds/walk-throughs of the clean and sober home/premise between 10:00 PM to 6:00 AM.

Between 6:00 AM to 10:00 PM, the individual shall conduct DAILY (including weekends and holidays) unannounced rounds/walk-throughs of the clean and sober home/premise every 2-3 hours.

The individual shall have written documentation (e.g., date/time of round/walk-through with signature, etc.) of the completion of a round/walk-through of the clean and sober home/premise in a logbook or similar ledger type record. The individual shall make note of any violation of house rules, criminal activity, etc.

- d. The individual shall ensure that offenders/parolees closely follow the Clean and Sober Home's house rules such as curfew, chores, no alcohol/drugs, no boyfriend/girlfriend, or spouse in the bedroom or living quarters, no pornographic materials, etc.
- e. The Provider shall immediately notify DCR if the Provider is unable to provide an individual (e.g., live-in resident, outreach worker, etc.) on the premise of the contracted clean and sober home(s) between 10:00 PM and 6:00 AM for DAILY (including weekends and holidays) accountability of offenders/parolees.

DCR shall have the ability to adjust the requested hours (e.g., between 10:00 PM to 6:00 AM, DAILY--including weekends and holidays) that the Provider's individual (e.g., live-in resident, outreach worker, etc.) is on the premise of the contracted clean and sober home(s) for the accountability of offenders/parolees.

For the Islands of Kauai, Maui, and Oahu, the Provider shall state its ability and willingness to work with DCR to possibly allow a DCR staff member on the premise of the contracted clean and sober home(s) during a portion of the daylight hours. The Provider should advise if an office space or room is available.

- 4. Provider shall accept offenders/parolees who have been assessed by DCR's and HPA's staff (e.g., KCCC's, MCCC's, OCCC's, HCF's, WCF's, or KCF's Case Manager, Parole Officers, Intake Service Center Officers etc.) as being appropriate

for Clean and Sober Housing, unless the Provider presents to DCR, justifiable reason that an offender/parolee should not be accepted into the program. DCR will have the final decision.

5. Provider shall **promptly** report all negative behaviors (e.g., curfew violations, criminal activity, etc.) of offenders/supervised release, furlough and parole to DCR or HPA.

Provider shall record information in the log/ledger (Refer to 3. c.) or other recording document and fully cooperate with DCR or HPA during and subsequent investigation.

6. Provider shall provide periodic or as requested reports to DCR or HPA.
7. Provider shall monitor the reintegration process of the offender/parolee from the Clean and Sober Housing to independent living.
8. Provider shall allow offenders/supervised release, furlough and parole with personal health insurance to secure personal medical services with the approval of DCR or HPA.
9. Provider shall provide a Clean and Sober Housing environment that allows offenders/supervised release, furlough and parole to develop the skills necessary for successful reintegration into the community.
10. Provider shall monitor the offenders/supervised release, furlough and parole to ensure their compliance with established conditions of the furlough agreement/plans or terms and conditions of parole or terms and conditions of supervised release.
11. Provider shall establish house rules (e.g. 10:00 PM curfew, chores, no alcohol or drugs, no boyfriend/girlfriend or spouse in the bedroom or living quarters, no pornographic materials, etc.) that are approved by DCR.
12. Provider shall NOT invoice DCR for a deposit.
13. Provider shall NOT invoice the offender/parolee for a deposit for the contracted clean and sober home.
14. DCR shall pay the first month's rent for the offender/parolee.

DCR may pay up to an additional five months of rent for the offender/supervised release, furlough and parole for the islands of Kauai, Maui, and Oahu upon a written justification and request submitted by the Provider, and DCR's approval.

The referring DCR Case Manager, Intake Service Center Officer or HPA Parole Officer must approve any additional months in-writing.

15. Provider shall advise of any fees (e.g., WiFi, etc.) it plans to charge offenders/supervised release, furlough and parole that is not included in the unit cost per bed per day per offender/supervised release, furlough, and parole for Clean and Sober Housing.
16. Provider shall acknowledge that it will NOT provide services (e.g. employment services, food service, etc.) or treatment (e.g. relapse prevention, etc.) to offenders/parolees referred for Clean and Sober Housing.
17. Provider shall require all offenders/supervised release, furlough and parole to have a current TB clearance.
18. Provider shall have sign in/out sheets for offenders/supervised release, furlough and parole to document their comings/goings in a logbook, ledger, or similar event recording document.
19. Provider shall hold regular house meetings to discuss such matters that may include, but not limited to the following: chores, bed bug prevention, bed bug infestation, etc.
20. Provider shall provide a copy of its policies and procedures, including its policies and procedures on COVID-19.
21. Clean and sober housing locations must comply with the Hawaii Paroling Authority guidelines, and the number of parolees may not exceed 1 less than 50% of the facility's total bed capacity.
22. Supervised Release offenders shall be housed in separate bedrooms from parolees and furloughees based on the differences in legal status.

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

1. Personnel

- A. The Provider and/or Subcontractor shall notify each of its employees as well as employees of any Subcontractor, who provide services to any person committed to the custody of the Director of DCR 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 Provider 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 offenders under this contract being under the jurisdiction of DCR or the HPA, the Provider shall employ staff that is suitable to deal with these offenders/supervised release, furlough and parole. The Provider or Subcontractor 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 DCR. DCR will review and agree to the employment of Provider's staff and Subcontractors in writing. DCR shall agree to any changes to staff and/or Subcontractors in writing. Provider shall employ staff that can pass a drug screening test.

If the Provider meets the PREA definition of community confinement facility and provides services to DCR's offenders as a community confinement facility, then the Participant must adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at www.prearesourcecenter.org. The Provider, its staff, and Subcontractor are required to cooperate with any mandated PREA Standards Audits scheduled by DCR, as dictated by the PREA Standards. The PREA Standards related to the audit process are incorporated in CFR 115.401 to 115.405. DCR shall cover the costs associated with a PREA Standards Audit for the Provider who meets the definition of a community confinement facility.

The Provider shall have its applicable staff complete the mandated training by DCR: Prisoner Rape Elimination Act, VolinCor, etc. at the start of the contract.

The Provider's Clean and Sober Housing shall attempt to employ staff that have at minimum, a high school diploma or GED.

The Provider shall employ staff that can coordinate and effectively communicate with offenders/parolees, DCR or HPA staff, other government agencies, or community-based agencies. The Provider shall employ staff that can complete various reporting requirements.

The Provider shall have the ability to supervise, train and provide administrative direction to staff relative to the delivery of Clean and Sober Housing.

The Provider and/or Subcontractor shall inform and educate their staff of all Hawaii Administrative Rules and Hawaii Revised Statutes that have reference to the delivery of Clean and Sober Housing for the offenders committed to the custody of DCR and parolees supervised by HPA.

B. Experience

The Provider shall demonstrate a minimum of one (1) year experience in operating Clean and Sober Housing for adult male offenders, parolees, or probationers.

The Provider shall demonstrate its experience in training staff to work in a Clean and Sober Housing setting offenders/parolees.

The Provider shall demonstrate that all current Clean and Sober Housing staff meets any licensing and or credential requirements.

The Provider shall demonstrate any experience in referring offenders/parolees, etc. to employment services, educational institutions, social service agencies, etc.

2. Administrative

The Provider shall operate the Clean and Sober Housing in accordance with applicable, DCR Policies and Procedures, Federal (e.g., Health Insurance Portability and Accountability, Americans with Disabilities Act, etc.), State of Hawaii, and County Codes, Regulations, Rules, Laws (i.e., Fire Code, Zoning, etc.), etc. Provider

shall include any Conditional Use Permits (if applicable) that have been issued by the City and County.

3. Quality assurance and evaluation specifications

The Provider shall allow DCR to monitor the Provider's compliance with the mandates and evaluate the Clean and Sober Housing services performed. Based on the assessment/audit report, the Provider will develop with DCR, an action plan to address deficiencies.

Provider shall allow DCR's Case Managers, Intake Service Center Officers and HPA's Parole Officers, or DCR's Contract Monitor designee to conduct unannounced site visits at the contracted clean and sober home.

The Provider shall work with DCR regarding quality assurance and evaluation specifications. DCR's Contract Monitor shall monitor the Provider's compliance with the Clean and Sober Housing service specification mandates and evaluate the Clean and Sober Housing services performed. DCR's Contract Monitor, who may suspend or terminate the Clean and Sober Housing services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the Clean and Sober Housing service specifications. Prior to the suspension of the agreement by DCR, the Provider will be allowed to make every effort to correct any perceived unprofessional conduct by its staff and will be given reasonable time to do so. DCR will determine reasonable time, but thirty (30) days is typical.

4. Coordination of services

The Provider shall coordinate and effectively communicate with offenders/parolees, DCR or HPA staff, other government agencies, or community-based agencies. The Provider shall openly communicate and discuss with DCR's and HPA's staff (e.g., Contract Monitor, MCCC's, KCCC's, OCCC's, WCF's, or KCF's Case Manager, Intake Service Center Officer, HPA's Parole Officer, etc.) any concerns (e.g., offender's/supervised release, furlougee and parolee's possession of State identification, referral of an offender/supervised release, furlougee and parolee to employments services, reporting an offender's/parolee's medical incident/emergency, offender's/parolee's possession of a vehicle, etc.) related to the offender/parolee or the contract.

The Provider shall be familiar with social service agencies who assist offenders/parolees 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.

5. **Reporting requirements for program and fiscal data**

The Provider shall be required to email DCR's and HPA's staff (e.g., Contract Monitor, KCCC's, MCCC's, OCCC's) Case Manager, Intake Service Center Officer or the HPA's Parole Officer, etc.) a monthly report of the following **Output and performance/outcome measurements (but not limited to)**:

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

- Number of offenders/supervised release, furlough and parole accepted into the Clean and Sober Housing.
- Number of offenders/supervised release, furlough and parole terminated from the Clean and Sober Housing due to misconducts (e.g., curfew violations, fighting etc.).
- Number of offenders/supervised release, furlough and parole terminated from Clean and Sober Housing due to criminal offense.
- Number of offenders/supervised release, furlough and parole who found permanent housing.
- Of the offenders/supervised release, furlough and parole who leave the Clean and Sober Housing, what percentage of offenders/parolees remained arrest-free. Conviction-free.

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

Reports shall be filed separately from billings. Monthly reports should detail its operational activities, progress, problems, financial problems, etc.

Monthly report shall be in a format to be approved by DCR, no later than the 10th of each month, unless otherwise specified by DCR.

C. **Facilities**

The Clean and Sober Housing shall be on the Island of Kauai, Island of Maui, and the Island of Oahu.

Provider shall provide adequate clean and sober home(s) relative to the proposed service.

At the Department's evaluation committee discretion, the Provider shall allow DCR to conduct a site visit of its proposed Clean and Sober Housing at the time of the RFP's evaluation process.

The Provider shall have some Clean and Sober Housing available for sex offenders (If location meets the specifications of the Hawaii Paroling Authority for parolees). *Not mandatory, but ideal.

The Provider shall have Clean and Sober Housing with separate buildings for adult male and female offenders/supervised release, furlough, and parole. If separate buildings are infeasible, *thoroughly explain* how adult male and female offender/supervised release, furlough and parole contact will be kept to a minimum while living in the same dwelling space. Co-ed Clean and Sober housing with male and female offenders/parolees sharing the same bedroom is prohibited.

The Provider shall provide separate contracted offenders/supervised release, furlough and parole vs. non-contracted residents. If this is not possible, written approval must be obtained from the DCR's Contract Monitor and HPA.

The Provider's facilities shall comply with applicable, DCR Policies and Procedures, Federal (e.g., Americans with Disabilities Act, etc.), State of Hawaii, and County Codes, Regulations, Rules, Laws (i.e., Fire Code, Zoning, Health Care, etc.), etc. Provider shall include any Conditional Use Permits (if applicable) that have been issued by the City and County.

The Provider shall have Clean and Sober Housing where the offenders/parolees may have onsite access to a telephone, kitchen to prepare their own meals, washing machine and laundry lines or dryer to do laundry.

Provider shall allow the offenders/supervised release, furlough and parole to engage in meaningful leisure, social and recreation activities.

Provider shall attempt to separate the offenders/supervised release, furlough and parole referred through the contract from its other residents.

The Provider shall meet ADA requirements, as applicable, and the special equipment that may be required for the Clean and Sober Housing.

The Provider shall immediately notify the DCR if its DCR-contracted clean and sober home(s) will need to be vacated due to landlord's termination of lease, etc.

The DCR shall approve the clean and sober home that will be used for the offender/supervised release, furlough and parole referred through the contract.

2.5 COMPENSATION AND METHOD OF PAYMENT

A. Pricing structure or pricing methodology to be used

The price (unit rate) will be per Clean and Sober Housing bed (unit of service) per day (unit of service). Deposits or other related fees should be included. For example: \$35.00 / per bed / per day

Copies of handouts, materials and supplies, administrative costs, etc. shall be included in the unit rate and will not be billed separately. The service fee includes all taxes and will be the all-inclusive cost to the State.

Provider will not receive separate compensation for time spent in consultation with DCR or HPA staff regarding contractual matters, staff meetings, case conferences, training, etc.

The unit price will include all taxes, will be the all-inclusive cost to the State, and no other charges will be honored.

Provider shall advise of any fees (e.g., wi-fi, etc.) it plans to charge offenders/parolees that is not included in the unit cost per bed per day per offender/parolee for Clean and Sober Housing.

B. Method of compensation and payment

Payment to the Provider shall be made on a reimbursement basis for Clean and Sober Housing services rendered.

Provider will bill for the day of admission, but not for the day of discharge.

DCR will not pay for the Provider to “hold” a bed space for an offender/supervised release, furlough and parole who absconded. DCR will pay for the last day that the offender/supervised release, furlough and parole was confirmed to be at clean and sober home. The referring Case Manager, Intake Service Center Officer or Parole Officer will confirm this date.

Total payment under this Agreement will NOT exceed the following breakdown of \$1,120,000.00 for the initial term of this contract (24-months):

- \$200,000.00 for Clean and Sober Housing services for adult male offenders/supervised release, furlough and parole on the Island of Kauai (or \$100,000.00 per year)
- \$200,000.00 for Clean and Sober Housing services for adult male offenders/supervised release, furlough and parole on the Island of Maui (or \$100,000.00 per year)
- \$720,000.00 for Clean and Sober Housing services for adult male offenders/supervised release, furlough and parole on the Island of Oahu (or \$360,000.00 per year)

The above breakdowns are estimates and are subject to change and/or reallocation at the discretion of the Department of Corrections and Rehabilitation should there be a lack of interested providers for either a specific gender, geographic area, or both. At the discretion of the Department of Corrections and Rehabilitation, funding for a gender and geographic area may be increased or decreased up to twenty-five percent (25%) of the awarded amount depending on usage or lack thereof.

Co-ed Clean and Sober Housing with male and female offenders/parolees sharing the same room is prohibited.

Any costs incurred over the sums set out in the budget will NOT be paid.

Provider shall advise of any fees (e.g., wi-fi, etc.) it plans to charge offenders/parolees that is not included in the unit cost per bed per day per offender/parolee for Clean and Sober Housing.

Provider invoice shall include the contract number, Invoice "To," Invoice "From," Last and First name of inmate, Admission Date, Discharge Date, Billable Days, Unit Price, Unit Quantity, and Total Payment Due. If a Subcontractors performed the services indicate full business name of Subcontractor. All invoices will be accompanied by the following documentation:

1. Referral form with APPROVAL of Case Manager/Intake Service Center Officer or Parole Officer for Clean and Sober Housing services with approved dates
2. A signed copy of the invoice as to the accuracy and authenticity by the Provider's authorized representative.

DCR shall approve the invoice format that the Provider utilizes.

Provider will submit to DCR, the monthly invoice, original and three (3) copies, for payment of delivered services no later than 30 days after the offender's/parolee's last date of stay for each month. The address is:

Department of Corrections and Rehabilitation
Rehabilitations Division-Reentry Coordination Office
Attn: Ms. Cristy Yokoyama
1177 Alakea Street, 5th Floor
Honolulu, Hawaii 96813

The monthly invoice will include where the Provider's representative will certify the request for payment and DCR's representative will approve for payment:

I certify that all expenditures reported, or payments requested are to the best of my knowledge in full compliance with the terms and conditions of the contract:

Agency Representative Date

Certified Correct and Approved for Payment:

Department Date

Provider will be compensated in full for each service provided in accordance with the terms and conditions of the resultant Agreement.

Final Payment Requirements. If the Contractor is currently registered in HCE, the Contractor is required to submit a valid "Certificate of Vendor Compliance" for final payment on the contract. Otherwise, valid hard copies of the tax clearance certificate (not more than two months old).

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. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three-ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also 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.*

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

3.1 Program Overview

Applicant shall give a brief overview to orient evaluators as to the Clean and Sober Housing services being offered.

3.2 Experience and Capability

A. Necessary Skills

Applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed Clean and Sober Housing services.

Applicant shall include its policies and procedures regarding the provision of Clean and Sober Housing.

Applicant shall provide a description of projects, contracts, etc. pertinent to the proposed Clean and Sober Housing services. Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

1. List of experience as a provider of Clean and Sober Housing;
2. List of Applicant's experience as providing Clean and Sober Housing services to offenders, parolees, etc.
3. List of contracts performed for DCR, HPA, or Judiciary's Adult Client Services Branch/Probation;
4. List of other prior contracts with the public sector in providing Clean and Sober Housing services in general for male and female offenders, parolees, or probationers specifically.

* Applicant shall discuss any problems or difficulties encountered in prior contracts.

Applicant shall provide a point of contact and telephone number for each contract listed. DCR reserves the right to contact any of the listed points of contact to inquire about the Applicant's past Clean and Sober Housing service performance and personnel;

B. Experience

A one (1) year experience in providing Clean and Sober Housing services to offenders, parolees, or probationers is preferred. For those Applicants that do not meet the one (1) year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

1. The reasons why the exception is being requested (i.e., the reasons why the Applicant does not meet the one (1) year experience requirement, the Clean and Sober Housing service for which funds are being requested is a new service, etc.)

2. The qualifications and experience of the Applicant in providing Clean and Sober Housing services for other related State, County, or Federal projects in the past.
3. Description of the activities performed to date and accompanying statistical data.

C. Quality Assurance and Evaluation

The Applicant shall describe its quality assurance and evaluation plans for the proposed services, including methodology.

The Applicant shall state its willingness to allow DCR to monitor the Applicant's compliance with the mandates and evaluate the Clean and Sober Housing services performed. Based on the assessment/audit report, the Applicant will develop with DCR, an action plan to address deficiencies.

The Applicant shall state its willingness to allow DCR's Case Managers, Intake Service Center Officers and HPA's Parole Officers, or DCR's Contract Monitor designee to conduct unannounced site visits at the contracted clean and sober home.

The Applicant shall state its level of willingness and ability to work with DCR regarding quality assurance and evaluation specifications. DCR's Contract Monitor shall monitor the Applicant's compliance with the Clean and Sober Housing service specification mandates and evaluate the Clean and Sober Housing services performed. DCR's Contract Monitor, who may suspend or terminate the Clean and Sober Housing services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the Clean and Sober Housing service specifications. Prior to the suspension of the agreement by DCR, the Applicant will be allowed to make every effort to correct any perceived unprofessional conduct by its staff and will be given reasonable time to do so. DCR will determine reasonable time, but thirty (30) days is typical.

D. Coordination of Services

The Applicant shall demonstrate the ability to coordinate and effectively communicate with offenders/parolees, DCR or HPA staff, other government agencies, or community-based agencies. The Applicant shall state its willingness to openly communicate and discuss with DCR's and HPA's staff (e.g., Contract Monitor, KCCC's, MCCC's, or OCCC's Case Manager, Intake Service Center Officers and HPA's Parole Officer, etc.) any concerns (e.g., offender's/supervised release, furlougee's and parolee's possession of State identification, referral of an offender/supervised release, furlougee and parolee to employments services, reporting an offender's/parolee's medical incident/emergency, offender's/supervised release, furlougee's and

parolee's possession of a vehicle, etc.) related to the offender/supervised release, furlough and parole or the contract.

The Applicant shall demonstrate its familiarity with social service agencies who assist offenders/parolees 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.

E. Facilities

1. The Applicant shall specify if it will provide Clean and Sober Housing services on the Island of Oahu or Island of Kauai or Island of Maui and if it will provide services to adult male offenders/supervised release, furlough and parole.
2. The Applicant shall specify (e.g., physical address, proximity to public transportation, etc.) the location of its proposed Clean and Sober Housing related to this project. At the Department's evaluation committee discretion, the Applicant shall allow DCR to conduct a site visit of its proposed Clean and Sober Housing at the time of the RFP's evaluation process.
3. The Applicant shall provide a description of the facility(s) and site that will be used to meet the Clean and Sober Housing needs of the offenders/supervised release, furlough and parole. Applicant shall provide any photos, diagrams/layout of its Clean and Sober Housing's bedrooms, kitchen, bathrooms, square footage, etc.
4. Attach all applicable certifications, licensures, permits and/or C&S registry information to operate Clean and Sober Housing services.
5. The Applicant shall specify if its Clean and Sober Housing will be available for sex offenders.
6. The Applicant shall have Clean and Sober Housing with separate buildings for adult male and female offenders/supervised release, furlough and parole. If separate buildings are unfeasible, thoroughly explain how adult male and female offender/supervised release, furlough and parole contact will be kept to a minimum while living in the same dwelling space. Co-ed Clean and Sober Housing with male and female offenders/supervised release, furlough and parole sharing the same bedroom is unacceptable.
7. The Applicant shall specify its ability to provide separate housing will be available for the contracted offenders/supervised release, furlough and

parole vs. non-contracted residents. (If this is not possible, written approval must be obtained from the DCR's Contract Monitor and HPA.)

8. The Applicant shall have an appropriate Clean and Sober Housing setting that is deemed appropriate by DCR.
9. The Applicant's facilities shall comply with applicable, DCR Policies and Procedures, Federal (e.g., Americans with Disabilities Act, etc.), State of Hawaii, and County Codes, Regulations, Rules, Laws (i.e., Fire Code, Health Care, etc.), etc. Applicant shall include any Conditional Use Permits (if applicable) that have been issued by the City and County.
10. The Applicant shall have Clean and Sober Housing where the offenders/supervised release, furlough and parole may have onsite access to a telephone, kitchen to prepare their own meals, washing machine and laundry lines or dryer to do laundry.
11. The Applicant shall give a description of its facilities and demonstrate its adequacy in relation to the proposed for Clean and Sober Housing. If facilities are not presently available, describe plans to secure facilities. The Applicant shall specify how many beds will be available by the start of the contract.
12. The Applicant shall describe how the offenders/supervised release, furlough and parole can engage in meaningful leisure, social and recreation activities.
13. The Applicant shall describe its ability to separate the offenders/supervised release, furlough and parole referred through the contract from its other residents. The Applicant shall identify the other residents (e.g., Federal probation, State probation, non-contracted parolees, Veterans, homeless, etc.) that may be living on the premise of the clean and sober home.
14. The Applicant shall also describe how the facilities meet ADA requirements, as applicable, and the special equipment that may be required for the Clean and Sober Housing.
15. The Applicant shall immediately notify the DCR if its DCR-contracted clean and sober home(s) will need to be vacated due to landlord's termination of lease, etc.

3.3 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

Applicant shall describe the proposed staffing pattern and offender/staff ratio appropriate for the viability of Clean and Sober Housing. (Refer to the personnel requirements in Section 2, Service Specifications, as applicable.)

2. Staff Qualifications

Applicant shall provide the minimum qualifications (including experience) for staff assigned to the Clean and Sober Housing (Refer to the qualifications in Section 2, Service Specifications, as applicable)

Applicant shall confirm the following:

- i. The Applicant confirmed that they will hire staff with a high school diploma or GED – provide a document (e.g., diploma, letter from high school) verifying a high school diploma or GED
- ii. Described staff's ability to coordinate and effectively communicate with offenders/parolees, DCR or HPA staff, other government agencies, or community-based agencies.
- iii. Applicant described staff's ability to complete various reporting requirements.
- iv. The Applicant and/or Applicant's Subcontractor shall inform and educate their staff of all Hawaii Administrative Rules and Hawaii Revised Statutes that have reference to the delivery of Clean and Sober Housing for the offenders committed to the custody of DCR and parolees supervised by HPA.

B. Project Organization

1. Supervision and Training

- i. The Applicant shall demonstrate experience in supervising and training staff to work relative to the delivery of the proposed Clean and Sober Housing services to offenders, parolees, or probationers.

- ii. The Applicant shall state its level of willingness and ability to inform and educate their employees of all Hawaii Administrative Rules, Hawaii Revised Statutes, rules, regulations, codes, etc. that reference Clean and Sober Housing.
 - iii. The Applicant shall state its willingness and ability for staff to attend VolinCor/PREA training.
2. Organization Chart
- 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 to the Proposal Application.

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 (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Applicant shall include a completed description of Clean and Sober Housing services proposed for offenders. This section shall include, at a minimum, the following:

- 1) Description of Clean and Sober Housing components (e.g., sign in-out, 365-day-a-year alcohol and drug free living arrangements, etc.)
- 2) Description of its ability to maintain a tobacco-free environment.
- 3) Description of its ability to provide an individual (e.g., live-in resident, outreach worker, etc.) on the premise of the contracted clean and sober home(s) between 10:00 PM to 6:00 AM for the accountability of offenders/parolees.

Applicant shall advise of its willingness and ability/description for the following:

- a. The individual shall be pre-approved by DCR.
- b. The individual shall complete VolinCor/PREA training.
- c. The individual shall conduct DAILY (including weekends and holidays) unannounced rounds/walk-throughs of the clean and sober home/premise between 10:00 PM to 6:00 AM.

Between 6:00 AM to 10:00 PM, the individual shall conduct DAILY (including weekends and holidays) unannounced rounds/walk-throughs of the clean and sober home/premise every 2-3 hours.

The individual shall have written documentation (e.g., date/time of round/walk-through with signature, etc.) of the completion of a round/walk-through of the clean and sober home/premise in a logbook or similar ledger type record. The individual shall make not of any violation of house rules, criminal activity, etc.

- d. The individual shall ensure that offenders/supervised release, furlough and parole closely follow the Clean and Sober Home's house rules such as curfew, chores, no alcohol/drugs, no boyfriend/girlfriend, or spouse in the bedroom or living quarters, no pornographic materials, etc.
- e. The Provider shall immediately notify DCR if the Provider is unable to provide an individual (e.g., live-in resident, outreach worker, etc.) on the premise of the contracted clean and sober home(s) between 10:00 PM and 6:00 AM for DAILY (including weekends and holidays) accountability of offenders/supervised release, furlough and parole.

Description of its willingness and ability for DCR to have the ability To adjust the requested hours (e.g., between 10:00 PM to 6:00 AM—including weekends and holidays) that the Applicant's individual (e.g., live-in resident, outreach worker, etc.) is on the premise of the contracted clean and sober home(s) for the accountability of offenders/parolees.

For the Island of Kauai, Maui, and Oahu the Provider shall state its ability and willingness to work with DCR to possibly allow a DCR staff member on the premise of the contracted clean and sober home(s) during a portion of the daylight hours. The Provider should advise if an office space or room is available.

- 4) Description of its intake process to accept offenders/parolees who have been assessed by DCR's or HPA's staff (e.g., KCCC's, MCCC's, OCCC's, WCF's, or KCF's Case Manager, Intake Service Center Officers, Parole Officers, etc.) as being appropriate for Clean and Sober Housing, unless the Applicant presents to DCR, justifiable reason that an offender/supervised release, furlough and parole should not be accepted into the program. The Provider shall explain its willingness for DCR to make the final decision.

- 5) Description of its willingness and ability to **promptly** report all negative behaviors (e.g., curfew violations, criminal activity, etc.) of offenders/parolees to DCR or HPA.

Provider shall describe how it will record information in a log/ledger or other recording document and describe its willingness and ability to fully cooperate with DCR or HPA during and subsequent investigation.

- 6) Description of how it will provide periodic or as requested reports to DCR or HPA.
- 7) Description on how it will monitor the reintegration process of the offender/supervised release, furlough and parole from the Clean and Sober Housing to independent living.
- 8) Description of its willingness and ability to allow offenders/supervised release, furlough and parole with personal health insurance to secure personal medical services with the approval of DCR.
- 9) Description of how it will provide a Clean and Sober Housing environment that allows offenders/supervised release, furlough and parole to develop the skills necessary for successful reintegration into the community.
- 10) Description of its willingness and ability to monitor the offenders/supervised release, furlough and parole to ensure their compliance with established conditions of the furlough agreement/plans or terms and conditions of parole or terms and conditions of supervised release.
- 11) Discuss its established house rules (e.g., 10:00 PM curfew, chores, no alcohol or drugs, no boyfriend/girlfriend or spouse in the bedroom or living quarters, no pornographic materials, etc.) that need approval by DCR.
- 12) Applicant shall acknowledge that it will NOT provide services (e.g., employment services, food service, etc.) or treatment (e.g., relapse prevention, etc.) to offenders/parolees referred for Clean and Sober Housing.
- 13) Applicant shall identify the other residents (e.g., Federal probation, State probation, non-contracted parolees, Veterans, homeless, etc.) that may be living on the premise of the clean and sober home.

- a. Applicant confirmed that its Clean and sober housing locations complies with the Hawaii Paroling Authority guidelines, and the number of parolees may not exceed 1 less than 50% of the facility's total bed capacity.
 - b. Applicant confirms that it is capable of complying with the requirement that Supervised Release offenders shall be housed in separate bedrooms from parolees and furloughees based on the differences in legal status.
- 14) Applicant shall provide copies of its sign in/out sheets for offenders/supervised release, furlough and parole to document their comings/goings in a logbook or similar.
- 15) Applicant shall describe its house meetings.
- 16) Applicant shall be willing to utilize the following form:
 "Disclosure/Disclaimer" for Non-Contracted clientele is attached and titled "ACKNOWLEDGEMENT, WAIVER, RELEASE OF LIABILITY AND INDEMNITY AGREEMENT".

3.5 Financial

A. Pricing Structure

Pricing shall be based on a unit pricing structure. Provider shall submit a cost proposal on the appropriate budget forms that are provided on the SPO website and other financial requirements.

The Applicant shall propose a unit rate in the following format:

Applicant shall submit a (unit rate) per Clean and Sober Housing bed (unit of service) per day (unit of service).

Proposals shall identify the unit cost for each bed per day as well as the estimated number of beds to be provided. The pricing shall include all taxes,

shall be the all-inclusive cost to the State, and no other charges will be honored.

Applicant shall provide a description of any fees (e.g., wi-fi, etc.) it plans to charge offenders/parolees and how much it will cost.

Applicant shall acknowledge its willingness to bill for the day of admission, but not for the day of discharge.

Applicant shall acknowledge that it DCR will not be billed to “hold” the bed space for an offender/parolee who absconded. Applicant shall acknowledge that DCR will pay for the last day that the offender/supervised release, furlough and parole was confirmed to be at clean and sober home. The referring Case Manager or Intake Service Center Officer or Parole Officer will confirm this date.

- B. Applicant shall acknowledge that the means for which fiscal documents (e.g., invoices) are submitted to the Department shall be approved by the Department.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address).

The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205, Budget

SPO-H-205A, Organization-Wide Budget by Source of Funds

SPO-H-206A, Budget Justification – Personnel – Salaries and Wages

SPO-H-206B, Budget Justification – Personnel – Payroll Taxes, Assessments and Fringe Benefits

SPO-H-206F*, Budget Justification – Contractual Services – Subcontracts

(*only required if utilizing Subcontractors. If no

Subcontractors will be used, then this form is not applicable.)

C. Other Financial Related Materials

To determine the adequacy of the Applicant’s accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

1. Applicant’s current financial statement.
2. And if available, any financial audits completed in the last three (3) years to evidence the Applicant’s financial stability.

3.6 Other

A. Litigation

Applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

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

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	40 points
Project Organization and Staffing	15 points
Service Delivery	30 points
Financial	15 Points

TOTAL POSSIBLE POINTS

100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

The Applicant shall operate the Clean and Sober Housing in accordance with applicable, DCR Policies and Procedures, Federal (e.g. Health Insurance Portability and Accountability, Americans with Disabilities Act, etc.), State of Hawaii, and County Codes, Regulations, Rules, Laws (i.e., Fire Code, Zoning, Health Care, etc.), etc. Provider shall include any Conditional Use Permits (if applicable) that have been issued by the City and County.

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents
- 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)

Program Overview: No points are assigned to Program Overview. The intent is to give the Applicant an opportunity orient evaluator as to the service(s) being offered. Clearly identify which island(s) you are applying for.

1. Experience and Capability (40 Points)

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

A. Necessary Skills

10 pts

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. (1 pt)
- Included copy of Applicant's policies and procedures regarding the provision of Clean and Sober Housing. **(Meets/Does Not Meet)**

- Applicant provided a description of projects, contracts, etc. pertinent to the proposed Clean and Sober Housing services. Applicant included points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience. (8 pts)

1. List of experience as a provider of Clean and Sober Housing;
2. List of Applicant's experience as providing Clean and Sober Housing services to offenders, parolees, etc.
3. List of contracts performed for DCR, HPA, or Judiciary's Adult Client Services Branch/Probation;
4. List of other prior contracts with the public sector in providing Clean and Sober Housing services in general for male and female offenders, parolees, or probationers specifically.

*Applicant shall discuss any problems or difficulties encountered in prior contracts.

Applicant provided a point of contact and telephone number for each contract listed. DCR reserves the right to contact any of the listed points of contact to inquire about the Applicant's past Clean and Sober Housing service performance and personnel; (1 pt)

B. Experience

- Applicant has a minimum one-year (1) experience in provided Clean & Sober Housing/ Provided exception if Applicant has no experience in providing Clean & Sober Housing **(Meets/Does Not Meet)**

- C. Quality Assurance and Evaluation** 3 pts
- Applicant's quality assurance and evaluation plans for the proposed services, including methodology. (1 pt)
 - Applicant's willingness to allow DCR to monitor contract compliance, unannounced visits. (1 pt)
 - Applicant's willingness and ability to address deficiencies. (1 pt)
- D. Coordination of Services** 2 pts
- Applicant's demonstrated familiarity services with other agencies and resources in the community.
- E. Facilities** 25 pts
- Applicant's facilities adequate in relation to the proposed services (e.g., adult male offenders/parolees on the island of Maui ability to separate contracted offenders/parolees from other residents, etc.). Applicant provided a full description to meet all requirements listed on page 3-4 to 3-5, Section Three, 3.2 Experience and Capability, E. Facilities, Items #1-15. (15 pts)
 - Attached all applicable certifications, licensures, permits and/or C&S registry information to operate Clean and Sober Housing services. **(Meets/Does Not Meet)**
 - Advise if compliant with all Federal (e.g., ADA), State, or County codes, regulations, etc. (e.g., fire code, Conditional Use Permit, etc.) (4 pts)
 - Provide physical address, sex offenders, proximity to public transportation, capacity, square footage, bedrooms, bathrooms, etc. (2 pts)
 - Onsite access to telephone, kitchen to prepare own meals, washing machine, dryer, laundry lines, etc. (2 pts)
 - Description of its ability to provide offenders/parolee to engage in meaningful

leisure, social and recreation activities. (2 pts)

2. Project Organization and Staffing (15 Points)

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

A. Staffing

8 pts

- Proposed Staffing: The applicant's proposed staffing pattern, and offender/staff ratio appropriate for the viability of clean and sober housing. (2 pts)
- Staff Qualifications: Applicant provided the Minimum qualifications (including experience) for staff assigned to the program. (2 pts)
- Attempt to hire staff with a high school diploma or GED – provide a document (e.g., diploma, letter from high school) verifying a high school diploma or GED (1 pt)
- Staff's ability to coordinate and effectively communicate with offenders/parolees, DCR or HPA staff, other government agencies, or community-based agencies (1 pt)
- Ability to complete various reporting requirements (1 pt)
- The Applicant confirmed they will inform and educate their staff of all Hawaii Administrative Rules and Hawaii Revised Statutes that have reference to the delivery of Clean and Sober Housing for the offenders committed to the custody of DCR and parolees supervised by HPA. (1 pt)

B. Project Organization

7 pts

Supervision and Training:

- Applicant demonstrated the ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. (1 pt)
- Applicant's willingness and ability to inform and educate their employees on Hawaii Administrative Rules, Hawaii Revised Statutes, rules, regulations, codes, etc. that reference Clean and Sober Housing. (1 pt)
- Applicant's willingness and ability for staff to attend VolinCor/PREA training (1 pt)
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.
Applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name, and full-time equivalency)
 - "Organization-wide" organization chart (2 pts)
 - "Program" organization chart (2 pts)

Service Delivery (30 Points)

30 pts

Applicant clearly describes how it meets the following Clean and Sober Housing components:

- Applicant provides 365-day-a-year alcohol and drug free and tobacco free living arrangements (2 pts)
- Applicant clearly explains how it will provide an individual (e.g., live-in resident, outreach worker, etc.) on the premise of the contracted clean and sober home(s) between 10:00 PM to 6:00 AM for the accountability of offenders/parolees. Logbook, etc. (2 pts)
- Applicant clearly explains its intake process (2 pts)
- Applicant clearly describes its process to report negative behaviors of offenders/parolees to DCR or HPA staff (2 pts)
- Applicant's willingness and ability to provide periodic or as requested reports to DCR. (2 pts)
- Applicant clearly describes how it will monitor the reintegration process of the offender/parolee from

Clean and Sober Housing to independent living (2 pts)

- Applicant's willingness and ability to allow offenders/parolees with personal health insurance to secure personal medical services with the approval of DCR or HPA (2 pts)
- Applicant clearly explains how it will provide a Clean and Sober Housing environment that allows offenders/parolees to develop the skills necessary for successful reintegration into the community (2 pts)
- Applicant's willingness and ability to monitor the offenders/parolees to ensure their compliance with established conditions of the furlough agreement/plans or conditions of parole (2 pts)
- Applicant clearly explains its established house rules (e.g., 10:00 PM curfew, chores, no alcohol or drugs, no boyfriend/girlfriend or spouse in the bedroom or living quarters, no pornographic materials, etc.) (2 pts)
- Applicant's acknowledgement that it will NOT provide services (e.g., employment service, food service, etc.) or treatment (e.g., substance abuse treatment, sex offender treatment, etc.) to offenders/parolees referred (2 pts)
- Applicant has identified the other residents (e.g., Federal probation, State probation, non-contracted parolees, Veterans, homeless, etc.) that may be living on the premise of the clean and sober home. (2 pts)
- Applicant confirmed that its Clean and sober housing locations complies with the Hawaii Paroling Authority guidelines, and the number of parolees may not exceed 1 less than 50% of the facility's total bed capacity. (2 pts)
- Applicant confirms that it is capable of complying with the requirement that Supervised Release offenders shall be housed in separate bedrooms from parolees and furloughees based on the differences in legal status. (2 pts)
- Applicant clearly describes its house meetings (2 pts)
- Applicant provided sample of sign in/out sheets for offenders/parolees to document comings/goings
(Meets/Does Not Meet)

- Applicant confirms it be willing to utilize the following form: “Disclosure/Disclaimer” for Non-Contracted clientele is attached and titled “ACKNOWLEDGEMENT, WAIVER, RELEASE OF LIABILITY AND INDEMNITY AGREEMENT”.
(Meets/Does Not Meet)

5. Financial (15 Points)

- | | |
|-------------------------------------|---------------|
| • Reasonableness of price structure | <u>13 pts</u> |
| • Adequacy of accounting system | <u>2 pts</u> |

6. Litigation (Meets / Does not Meet)

Applicant has disclosed and explained any pending litigation to which they are a party, including the disclosure of any outstanding judgment. Or provided a statement that they do not have any litigation.

A. 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. “Disclosure/Disclaimer” for Non-Contracted Clientele
“Acknowledgement, Waiver, Release of Liability and
Indemnity Agreement”

Proposal Application Checklist

Applicant: _____ RFP No.: DCR 27-RCO-13

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
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Provider Compliance – Hawaii Compliance Express or Individual Paper Certificates	Section 1, RFP	SPO Website*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Specific Requirements:				
Proof of Insurance Coverages			X	
Clean and Sober Housing – Attach all applicable certifications, licensures, permits and/or C&S registry information.			X	

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

(sample) Proposal Application Table of Contents

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	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts	
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	See Attachments for Cost Proposal	
6.0	Litigation	20
7.0	Attachments	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
	C. Organization Chart	
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	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A	
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	E. Program Specific Requirements	

ACKNOWLEDGEMENT, WAIVER, RELEASE OF LIABILITY AND INDEMNITY AGREEMENT

I, _____, whose address and contact information is set forth below, understand and agree to the following as a condition of my residence at [name of facility]:

1. I acknowledge and understand that as a resident of [name of facility], I will be sharing living space with individuals enrolled in the Clean and Sober Housing program administered by the State of Hawaii, Department of Department of Corrections and Rehabilitation ("DCR"). These individuals have been convicted of crimes and are either: (1) offenders on furlough status from a correctional center or facility pursuant to HRS § 353-17 ("Offenders"); or (2) on parole from a correctional center or facility pursuant to HRS Chapter 353, Part II ("Parolees").

2. I hereby assume full responsibility for any risk of bodily injury, death or property damage or loss I may suffer as a result of the acts, or presence, of Offenders or Parolees in or around [name of facility].

3. I hereby waive, release and discharge the State of Hawaii, DCR, and their employees, officers, and representatives ("Releasees"), from all claims and liabilities resulting from the acts, or presence, of Offenders or Parolees in or around [name of facility], including, but not limited to, claims related to bodily injury, death, or property damage or loss.

4. I agree to indemnify and hold the Releasees harmless from all claims and liabilities resulting from the acts, or presence, of Offenders or Parolees in or around [name of facility], including, but not limited to, claims related to, bodily injury, death, or property damage or loss.

5. I agree that if I make a claim for bodily injury, death or property damage or loss arising from or related to the acts, or presence, of Offenders or Parolees in or around [name of facility] (hereafter referred to as "My Claim") against a third party and one or more claims, cross-claims, or third party complaints (hereafter referred to as "Third Party Claims") are made against Releasees, including without limitation claims for contribution or indemnification, I will waive release, reduce, or diminish My Claim to the fullest extent necessary to eliminate Releasees' liability with respect to the Third Party Claims.

6. I agree that if any provision of this Agreement is determined to be invalid or unenforceable, that determination shall not render this Agreement or the remaining terms of this Agreement to be invalid or unenforceable.

I CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THIS AGREEMENT, AND AGREE TO THE TERMS OF THIS AGREEMENT. I CERTIFY THAT I AM SIGNING THIS AGREEMENT VOLUNTARILY AND WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME.

FULL LEGAL NAME _____
DATE OF BIRTH _____
RESIDENTIAL ADDRESS _____

SIGNATURE AND DATE _____