State of Hawaii
Department of Human Services
Office of Youth Services

Request for Proposals

RFP No. HMS-501-10-03

RFP Title: Drug & Violence Prevention Activities for At Risk Youth

May 27, 2010

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the RFP Interest form, complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

May 27, 2010

REQUEST FOR PROPOSALS

"Drug & Violence Prevention Activities for At Risk Youth"
RFP No. HMS-501-10-03

The Department of Human Services, Office of Youth Services (OYS) is requesting proposals from qualified applicants to provide science-based drug and violence prevention services for youth. Eligible applicants include schools, community-based organizations (including community anti-drug coalitions), other public entities, private organizations, and consortia of these agencies.

The contract term will commence on or after September 1, 2010 and continue for one year. Multiple contracts will be awarded under this request for proposals.

One (1) original and three (3) copies of the proposal shall be mailed, postmarked by the United States Postal Service on or before **June 30, 2010**, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than **4:30 p.m., Hawaii Standard Time (HST)**, on **June 30, 2010**, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Office of Youth Services will conduct an orientation on June 2, 2010 from 10:00 a.m. to 12:00 p.m. HST, at Keoni Ana Building, 1177 Alakea Street, Room 302, 3rd Floor, Honolulu, Hawaii. All prospective applicants are encouraged to download a copy of the RFP and bring it to the orientation. **The orientation session will also be accessible via video conferencing on the islands of Kauai, Maui, and Hawaii.** Please see below for Video Conference Center sites on the neighbor islands. If there are any questions, please contact the RFP contact person.

The deadline for submission of written questions is 4:30 p.m., HST, on June 4, 2010. All responses to written questions will be posted on the State Procurement Office website no later than June 10, 2010.

All providers are responsible for checking the Request for Proposal site for addenda to the RFP at http://hawaii.gov/spo, click **Health and Human Services, Chapter 103F, HRS Procurements** and then **Opportunities to Compete for Health and Human Service Contracts.**

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Merton Chinen at 820 Mililani Street, Suite 817, Honolulu, Hawaii 96813, telephone: (808) 587-5712, fax: (808) 587-5734, e-mail: mchinen@dhs.hawaii.gov.

RFP Orientation Video Conference Center Sites

To facilitate the participation of interested applicants on the neighbor islands, the Video Conference Center sites listed below have been reserved. If there are any questions, please contact the RFP contact person. **Attendees are encouraged to arrive at the video conference sites 15 minutes before the start time in order to sign in for the session.**

Kauai:
Lihue State Office Building
3060 Eiwa Street
Lihue, Hawaii
Ph: 274-3002

Maui:
Wailuku Judiciary Building
2145 Main Street
Wailuku, Hawaii
Ph: 243-5775

Hilo:
Hilo State Office Building
75 Aupuni Street
Hilo, Hawaii
Ph: 974-6241

Kona:
Kona Health Center,
79-1015 Haukapila Street
Kealakekua, Hawaii
Ph: 322-1500

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 4 (1 Original & 3 copies)

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **June 30, 2010 and received by the state purchasing agency no later than 10 days from the submittal deadline**.

ALL MAIL INS

Department of Human Services
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813

RFP COORDINATOR

Merton Chinen
For further information or inquiries:
Phone: 808-587-5712
Fax: 808-587-5734
Email: mchinen@dhs.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **4:30 P.M., Hawaii Standard Time (HST), June 30, 2010.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., June 30, 2010.

Drop-off Site

Office of Youth Services
Haseko Center
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813

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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.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing Request for Proposals (RFP)	May 27, 2010
Distribution of RFP	May 27, 2010
RFP orientation session	June 2, 2010
Closing date for submission of written questions for written responses	June 4, 2010
State purchasing agency's response to applicants' written questions	June 10, 2010
Discussions with applicant prior to proposal submittal deadline (optional)	May/June 2010
Proposal submittal deadline	June 30, 2010
Discussions with applicant after proposal submittal deadline (optional)	
Final revised proposals (optional)	
Proposal evaluation period	July 2010
Provider selection	July 2010
Notice of statement of findings and decision	August 7, 2010
Contract start date	September 1, 2010

II. Website Reference

The State Procurement Office (SPO) website is http://hawaii.gov/spo/

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "The RFP Website" (located under Quicklinks)
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at http://hawaii.gov)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	**http://hawaii.gov/tax/** click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	**http://capitol.hawaii.gov/** click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	**http://hawaii.gov/dcca** click "Business Registration"
11	Campaign Spending Commission	**http://hawaii.gov/campaign**

III. Authority

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

IV. 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.

V. 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 Human Services, Office of Youth Services, 820 Mililani Street, Suite 817, Honolulu, Hawaii 96813.

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date:	**June 2, 2010**	**Time:**	**10:00 a.m. – 12:00 p.m.**
Location:	**Keoni Ana Building, 1177 Alakea Street, Room 302, 3rd Floor, Honolulu, Hawaii**		

The DHS/BESSD Video Conference Center sites to better facilitate the participation of interested applicants on the neighbor islands are listed below. If there are any questions, please contact the RFP contact person. **Attendees are encouraged to arrive at the video conference sites 15 minutes before the start time in order to sign in for the session.**

Kauai: Lihue State Office Building 3060 Eiwa Street Lihue, Hawaii Ph: 274-3002	**Kona:** Kona Health Center, 79-1015 Haukapila Street, Kealakekua, Hawaii Ph: 322-1500
Maui: Wailuku Judiciary Building 2145 Main Street Wailuku, Hawaii Ph: 243-5775	**Hilo:** Hilo State Office Building 75 Aupuni Street Hilo, Hawaii Ph: 974-6241

Applicants 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 paragraph VII. Submission of Questions.

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: **June 4 , 2010** **Time:** **4:30 P.M. HST**

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

Date: **June 10, 2010**

VIII. 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 II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200).** Provides applicant proposal identification.

2. **Proposal Application Checklist**. Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled 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 SPO-H-200A)**. Applicant shall submit comprehensive narratives that address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.

B. **Program Specific Requirements**. Program specific requirements are included in Sections 2, Service Specifications and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.

C. **Multiple or Alternate Proposals**. Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. 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. **Tax Clearance**. Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of $25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)

E. **Wages and Labor Law Compliance**. If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)

- **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. 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 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. (See part II, Website Reference.)

F. **Hawaii Compliance Express (HCE)**. Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The "Certificate of Vendor Compliance" issued online through HCE 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 this section's part II. Website Reference for HCE's website address.

G. **Campaign Contributions by State and County Contractors**. Providers are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)

H. **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.

I. **Confidentiality of Personal Information**. Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information,* has been amended to include Section 8 regarding protection of the use and disclosure of

personal information administered by the agencies and given to third parties.

J. **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. 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. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- 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. **Faxed proposals and /or submission of proposals on diskette/CD or transmission by email, website or other electronic means are not permitted.**

IX. 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 HAR Section 3-143-403.

X. Opening of Proposals

Upon receipt of a proposal by a state purchasing agency 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.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. 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 best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. 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 interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's 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 Sections 3-142-202 and 3-142-203.

XVII. 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 or more of the following reasons:

(1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
(2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
(3) Late proposals (HAR Section 3-143-603)
(4) Inadequate response to request for proposals (HAR Section 3-143-609)
(5) Proposal not responsive (HAR Section 3-143-610(a)(1))
(6) Applicant not responsible (HAR Section 3-143-610(a)(2))

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants 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 awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) 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: David Hipp	Name: Kerry Kiyabu
Title: Executive Director	Title: Support Services General Professional
Mailing Address: Office of Youth Services 820 Mililani Street Suite 817 Honolulu, Hawaii 96813	Mailing Address: Office of Youth Services 820 Mililani Street Suite 817 Honolulu, Hawaii 96813
Business Address: Same as Above	Business Address: Same as Above

XX. 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.

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order 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 outlined in Form SPO-H-201, which is available on the SPO website (see paragraph II, Website Reference). 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

I. Introduction

A. Overview, purpose or need

No Child Left Behind Act (NCLB) of 2001, reauthorized the Elementary and Secondary Education Act of 1965. The Safe and Drug-Free Schools and Communities Act (SDFSC) Title IV, Part A, Subpart 1 of the Act provides State Grants to support programs that: 1) prevent violence in and around schools; 2) prevent the illegal use of alcohol, tobacco, and drugs; 3) involve parents and communities; and 4) coordinate with related Federal, State, school, and community efforts and resources to foster safe and drug-free learning environments that promote student academic achievement.
(See http://www.ed.gov/policy/elsec/leg/esea02/index.html)

The SDFSC State Grants Governors' program is intended to provide support to parent groups, community-based organizations, and other public and private nonprofit entities for drug and violence prevention activities that complement the State education agency (SEA) and local education agency (LEA) portion of the Safe and Drug-Free Schools and Communities Program. The SDFSC grant funds are to be utilized to develop, implement, and evaluate comprehensive programs and activities, which are coordinated with schools and other community-based services and programs to:

1) Foster a safe and drug-free environment that supports academic achievement;
2) Align with the Principles of Effectiveness
3) Prevent or reduce violence; the use, possession, and distribution of illegal drugs; and delinquency;
4) Include meaningful and ongoing consultation with and input from parents in the development of applications and administration of programs and activities and include activities to promote the involvement of parents in the program; and
5) Promote coordination among schools, community groups and coalitions, and government agencies.

B. Planning activities conducted in preparation for this RFP

Public notice was posted at the State Procurement website on May 6, 2010 to request for information (RFI) and community input in preparation of this solicitation. Schools, community based organizations, public entities, private organizations, and concerned citizens were invited to provide comments and feedback via mail, email, fax, and/or phone. OYS received 7 comments and

suggestions regarding the needs of at-risk youth and proposed services to address drug and violence risk factors. Suggested target groups for services included youth in elementary schools; youth gangs; rural area youth exposed to risk factors such as poverty and single parent families; middle to high school youth; and teen fathers incarcerated at the Hawaii Youth Correctional Facility. Geographic areas on Oahu, Hawaii, Maui and Kauai were identified as sites for services. Recommendations on programmatic approaches and components included mentoring, intergenerational activities, cultural-based programs, equine therapy, psycho-educational groups, self-help and therapeutic group work, family strengthening activities, and gender-specific services.

OYS also received feedback about community needs statewide through a RFI during month of April 2010. The RFI was part of the planning process for a RFP that OYS intends to issue during the latter part of 2010 to implement a continuum of services for youth, ranging from prevention to post-incarceration for youth at-risk. RFI sessions were held on Kauai, Oahu, Maui and Hawaii.

The OYS appreciated all the feedback and comments provided during the RFI period and where applicable, allowable, and appropriate the suggestions have been incorporated in to this RFP.

C. Description of the goals of the service

The OYS supports the ongoing efforts of and coordinates with the Office of the Lieutenant Governor, the Hawaii Department of Education (HIDOE), Safe and Drug Free Schools and Communities Program, and the Department of Health, Alcohol and Drug Abuse Division (ADAD). Funded services and activities are intended to support, enhance, and align with the Hawaii Drug Control Plan (2005) which includes prevention in its three-prong approach to addressing the issues of illegal drug and alcohol use in Hawaii; the NCLB Hawaii Consolidated State Grant Application; and the Hawaii Strategic Prevention Framework State Incentive Grant.

The goal of the SDFSC Governors' program is to help schools and communities create safe, disciplined, and drug-free environments that support academic achievement and prevent drug use and violence among youth through the following activities:

1) Implementation of drug and violence prevention activities that complement and support authorized LEA activities including developing and implementing activities to prevent and reduce violence associated with prejudice and intolerance;
2) Dissemination of information about drug and violence prevention; and
3) Development and implementation of community-wide drug and violence prevention planning and organizing.

D. Description of the target population to be served

The target population consists of youth, ages 10 to 19, who are at risk for violence, substance abuse and/or criminal activity due to geographic, ethnic, or socioeconomic factors; youth between the ages of 10 to 19 years old who have had contact with the police, or are experiencing social, emotional, psychological, educational, moral, physical or similar problems; and/or youth of Samoan, Hawaiian, Filipino and African-American ancestry who are over-represented within the juvenile justice system.

Additionally, priority will be given to proposed programs and activities that will prevent drug use and violence for children and youth who are not normally served by the SEA/LEA and populations that need special services or additional resources, such as youth in juvenile detention facilities, runaway or homeless children and youth, pregnant and parenting teenagers, English as Second Language (ESL) or immigrant students, and school dropouts.

E. Geographic coverage of service

This solicitation has a wide distribution. The specific number of awards has not been determined though the total amount of funds currently available indicates the number of awards will be minimal. Awards will be made based on current data and needs assessed and presented and in relation to the services proposed to meet those specific needs for the geographic area identified in the proposal and the resources available to award. Should an inadequate number of responsive and responsible proposals be submitted or should sufficient monies be available, OYS reserves the right to allocate additional funds to those applicants who have submitted acceptable proposals.

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

1. No specific dollar amount for each award has been pre-determined. The OYS anticipates no single award to be less than $20,000.00 or more than $60,000.00 subject to the availability of funds and the quality of program services.

2. The approximate total amount of funds available is **$220,000.00.** The source of Federal Funds is Safe and Drug-Free Schools and Communities –State Grants (B) C.F.D.A. #**84.186b.** (www.cfda.gov)

3. Funds are to be awarded for a one time 11-month period. The anticipated funding period is September 1, 2010 – July 31, 2011.

4. In the interest of avoiding duplication of services and providing the widest distribution of awards, preference will be given to proposed activities that are not currently funded by a similar source of funds.

II. General Requirements

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

If awarded the contract, the applicant shall:

1. Meet all State and County licensing requirements, if any, to operate business.

2. Arrange for financial and compliance audit to be done and submitted to the Department as directed in accordance with "Government OMB Circular A-133" if the applicant expends $500,000 or more in federal funds in a year.

3. Refund to the State any funds unexpended or expended inappropriately.

B. Secondary purchaser participation

(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: none planned

C. Multiple or alternate proposals

(Refer to HAR Section 3-143-605)

☐ Allowed ☒ Unallowed

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

☐ Single ☒ Multiple ☐ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded as the State deems appropriate to best meet the needs of the State after all proposals are reviewed.

E. Single or multi-term contracts to be awarded
(Refer to HAR Section 3-149-302)

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

Contract terms:

Initial term of contract: September 1, 2010 - July 31, 2011
Length of each extension: none
Number of possible extensions: none
Maximum length of contract: Eleven (11) months

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.

Merton Chinen
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813
Phone: 808-587-5712
Fax: 808-587-5734
Email: mchinen@dhs.hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Evidenced-based activities that demonstrate a clear substance abuse and violence prevention education component delivered to middle school age youth will receive priority consideration for funding. Additionally, preference will be given to programs that demonstrate the ability to successfully address truancy issues for this age group and incorporate mentoring, community service, and/or forgiveness methods and strategies.

1. **Principles of Effectiveness.** The SDFSCA requires that programs comply with the principles set forth to provide a framework to improve the quality of drug and violence prevention programming. Applicants shall describe how proposed services and activities are:

   - Based on an assessment of objective data regarding the incidence of violence and illegal drug use in the elementary schools and secondary schools and communities to be served. The need for the drug and violence prevention activities within the geographic area for proposed services should be identified and justified. Activities shall be based on an assessment of objective data regarding the incidence of violence and illegal drug use in schools and communities to be served, including an objective analysis that is based on ongoing local assessment or evaluation activities of the current conditions and consequences regarding violence, illegal drug use, delinquency and/or serious discipline problems among youth who attend school (including private school students who participate in the drug and violence prevention program).

   - Based on an established set of performance measures aimed at ensuring that the elementary schools, secondary schools and communities to be served by the program have a safe, orderly, and drug-free learning environment. The program shall establish performance targets related to preventing drug and alcohol use by youth that support increased commitment to school by youth, learning environments conducive to learning and academic improvement and achievement, and successful completion of secondary school and transition to post-secondary education and/or employment for youth.

   - Based on research that provides evidence that the program to be used will reduce violence and illegal drug use among youth. The overall program models and data or information on research and studies

completed that qualify the proposed service activity as an "evidenced-based" practice for the target population must be provided.

- Based on an analysis of the data reasonably available at the time of the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; protective factors, buffers, assets; or other variables in schools and communities identified through scientifically based research. Programs can refer to results from appropriate national and local sources including, but not limited to Hawaii Youth Risk Behavior Survey, Hawaii Student Alcohol, Tobacco, and Drug Use Survey, Crime Reports, Census Reports, and Community Profiles.

2. **Authorized Activities.** Proposed services shall prevent and reduce violence associated with prejudice and intolerance; authorized activities include those that provide or address the following:
   - Youth participation in afterschool programs and activities as positive alternatives to drug use;
   - Parent training in improving family management, reducing family conflict and modeling appropriate attitudes toward problem behaviors;
   - Increase in youth's commitment to school;
   - Reduction of early and persistent anti-social behavior and/or rebelliousness in youth;
   - Reduction of the influence of peer pressure toward use of drugs, alcohol, and violence; and/or
   - Increased age of initiation to drugs and violence.

3. Additionally, **proposed activities should promote prevention of drug use and violence** and be carried out in ways that:
   - Address the consequences of violence and the illegal use of drugs, as appropriate;
   - Promote a sense of individual responsibility;
   - Teach youth that most people do not illegally use drugs;
   - Teach youth to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
   - Teach youth about the dangers of emerging drugs; and/or
   - Involve families, community sectors, and a variety of providers in setting clear expectations against and appropriate consequences for violence and the illegal use of drugs.

4. The following **Components** shall be incorporated into proposed services as appropriate:

   - **Youth Involvement.** Programs should demonstrate that youth are valued and viewed as resources so they are engaged and given useful

roles and are involved in productive activities and decision-making in organizations and communities.

- **Family Involvement.** Families (biological, hanai, extended, foster, etc.) and the community shall be involved in the planning and implementation of activities and services. If appropriate, the program shall engage families; promote positive relationships within diverse family structures; impact parents' attitudes about drug and alcohol use and violence among youth; and/or improve parents' ability to communicate with youth about drugs, violence and related issues.

- **Linkages with Other Agencies.** Proposed activities shall demonstrate the applicant's capacity for coordinating services and cooperating with other agencies and resources to provide services and programs for youth in the community or geographic area for proposed services.

- **Cultural Awareness and Identity**. Services and activities for youth shall be provided within a context that promotes the understanding and appreciation of the ethnic and cultural diversity of the community and be responsive to and reflect the culture, ethnicity and identity of the program participants.

- **Gender Appropriate Programming**. Drug and/or violence prevention activities and programs shall be responsive to the strengths and unique needs of both boys and girls.

- **Developmentally Appropriate Programming**. Proposed activities shall be sensitive to the unique needs, characteristics and learning styles of each participant and shall match the social, emotional and cognitive ability of participants in the program.

- **Sound program design.** Programs shall be based on a thorough assessment of objective data about the relevant risk and protective factors in the local communities and geographic areas being served. Programs implemented should be designed and based on research or evaluation that provides evidence that the activities used impact the indicators of risk and protective factors and contribute to preventing or reducing risk factors and establishing or strengthening protective factors related to drug use and violence.

- **Evaluation**. Evaluation shall be a consideration of the proposed service during all aspects of the programming, including but not limited to design, planning, implementation, and assessment of results and effectiveness. Evaluation and methods used to determine the program effectiveness and overall impact on target population, will be included as integral part of the proposed service activity.

5. **Participation of private schools.** Proposed school-based activities that are awarded must provide equitable participation for private school students and teachers. The proposals from such applicants shall include information according to Education Department General Administrative Regulations (EDGAR) 34 C.F.R. 76.656. Publication available for reference at http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html

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

1. Personnel

a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in an position that necessitates close proximity to or contact with children or adolescents. Documentation of criminal history record checks shall be maintained in the employee or volunteer's personnel file and shall be available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.

b. The program staff and volunteers shall have appropriate qualifications and necessary training to provide the drug and violence prevention services, demonstrate knowledge, capacity, skills and experience in working with the target population, and be knowledgeable about the community served.

c. Applicants shall engage trainers and professionals that have expertise in the subject matter and experience working with the staff and/or identified target population to ensure credibility with the target audiences. The trainers should be skilled in conveying information to participants.

2. Administrative

a. The applicant is required to meet with the OYS to discuss any aspect of the services.

b. The applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.

c. The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.

d. The OYS reserves the right to make modifications to the scope of the services and in funding amounts that it is currently unable to anticipate. There may be unique circumstances, not limited to directives and decrees from State and Federal agencies that require these modifications be made to continue or improve services. Additionally should funding be increased or decreased, the OYS reserves the right to add in additional funds or decrease funds at its discretion.

e. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.

f. The applicant may not charge youth and/or their families more than a token amount for program services.

g. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.

h. Memoranda of Agreements and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the OYS for review for appropriateness and relevancy.

i. School-based programs that are awarded must provide equitable participation for private school students and teachers. The proposals from such applicants shall include information according to Education Department General Administrative Regulations (EDGAR) 34 C.F.R. 76.656. (see http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html)

3. Quality assurance and evaluation specifications

a. All contracts shall be monitored by the OYS in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include but may not be limited to:

1) The review of amendments and approvals, deemed appropriate by the OYS, of the contract's program items, especially the outcomes plan, the performance targets and milestones, the assurance of collaboration, quarterly program reports, and other documents submitted to the OYS.

2) Periodic site visits, scheduled and unscheduled, with written evaluation of the major program service areas, such as:
   a) Staff qualification, organization, and effectiveness.
   b) Program compliance with SDFSC guidelines and the Principles of Effectiveness.
   c) Outcomes planning, implementation, and evaluation.
   d) Collaboration (Informal and formal agreements and subcontracts).
   e) File maintenance and record keeping.
   f) Facility accessibility, suitability, and safety.
   g) Transportation and other liability issues.
   h) Consumer satisfaction.

3) Access to all materials, files, and documents relating to the provision of services. In addition, the OYS may, at its discretion, observe individual, group, and educational sessions conducted by the applicant.

b. The applicant must maintain for the term of the contract the system of reporting developed by the OYS, including the use of monitoring tools and reporting forms. In addition, the applicant must take corrective actions the OYS deems necessary in light of the program results and information gathered.

4. Output and performance/outcome measurements

The applicant shall specify program level outcomes and measures related to the goals and indicators; project the number of youth in the program to achieve the targets within one year of entering the program; and identify verification of achievement of milestones and specific indicators of success. The successful achievement of milestones and targets should be verifiable by direct and indirect measures, observable events or behaviors, and indicators identified by the applicant. Quarterly reports will provide the actual numbers of youth achieving each milestone and progress toward the performance target.

The OYS is interested in funding programs and services that can impact (reduce or increase) the **performance indicators** identified below:

- The percentage of students who are referred for *violence related* disciplinary action, suspended, and/or expelled.
- The percentage of youth reporting favorable attitudes toward alcohol, tobacco, and other drug use.
- The percentage of school school-age youth who attend school daily.
- The percentage of youth who report low school commitment.
- The percentage of school age youth that are truant or not attending school and not working.
- The percentage of students who obtain a high school diploma or equivalent certificate.

Applicants shall propose performance targets, including numeric projections of the participants that will demonstrate a degree of increase or reduction related to the indicators above and resulting from participation in the proposed program activities. The Performance Plan (OYS Form 4-1) is found in **Section 5, Attachment D** of this RFP.

5. Experience

Preference shall be given to applicants with a minimum of two (2) years experience designing, implementing, managing, and/or evaluating drug and violence prevention programs for youth.

6. Coordination of services

Funded programs shall coordinate with related Federal, State, school, and community efforts and resources to foster safe and drug-free learning environments that promote student academic achievement.

7. Reporting requirements for program and fiscal data

Contracts are programmatically and fiscally monitored by the State. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the State); invoices and expenditure reports; and any issues applicable to services provided. Monitoring will take place at a variety of locations including the applicant's administrative office and the site(s) of service delivery.

OYS will provide awardees electronic versions of the required reporting forms upon execution of contracts. Timely program and fiscal reports as specified by the OYS will be due quarterly and at the end of each budget period. The actual numbers of program participants enrolled, achieving milestones, completing program, and attaining target behaviors will be reported quarterly.

The applicant shall submit to OYS its final invoice no later than 30 days after the end of each budget period. Lapsing of funds will occur if final invoices are not received by OYS in a timely manner.

C. Facilities

Applicants shall assure the adequacy and safety of the facilities that will be used to conduct the proposed activities. If awarded, applicants will demonstrate required liability insurance limits. (See 103F Contract General Conditions and Special Conditions)

IV. COMPENSATION AND METHOD OF PAYMENT

A. Pricing structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the purchasing agency pays the provider for budgeted agreed-upon costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.

B. Payments shall be made in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS – Cost Principles, Purchases of Health and Human Services and when applicable, in accordance with the Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122) and subject to the following:

1. Payments shall be made in monthly installments upon the monthly submission by the applicant of an invoice for the services provided in accordance with the terms and information set forth in the contract.

2. The monthly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.

3. The OYS shall withhold a final payment of the total compensation for each budget period until final settlement of each budget period of a contract. Provided that all expenditures are in compliance with the terms stated in the contract, payment of the lesser of actual costs reported on the final expenditure report or the contract amount for the budget period will be made.

Section 3

Proposal Application Instructions

Section 3
Proposal Application Instructions

General instructions for completing the Proposal Application:

- *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.*
- *Applicants must not exceed specified page limits. Attachments are not included within the page limits.*
- *Proposal narrative text shall be single-spaced, 12 size font with one-inch margins.*
- *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 (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, 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 comprises the following sections:

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

I. Program Overview (Not to exceed 2 pages; 0 points)

Applicant shall give a brief overview to orient evaluators as to the program/services being offered. There are no points given for the overview. The overview shall include:

- A description of the specific geographic region/s where the proposed services will be delivered and a brief profile of the target population and data sources used to create the profile and needs;
- A brief explanation of the alignment of the proposed services with the applicant's mission and vision;
- Description of the goals and objectives related to the service activity;
- A brief explanation of the involvement of parents and coordination with others in planning for services;
- A brief explanation of how the proposed services will meet the needs and impact the development of the target population.

II. Experience and Capability (Not to exceed 3 pages; 20 points)

A. Necessary Skills (5 points)

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience (3 points)

The applicant shall demonstrate a minimum of 2 years experience designing, implementing, managing, and evaluating drug and violence prevention programs and provide a description of projects/contracts pertinent to the proposed services. Applicant shall include points of contact, addresses, e-mail/ phone numbers. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation (5 points)

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

D. Coordination of Services (5 points)

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community and promote support for proposed service activity. MOA and/or supporting documents shall be included.

E. **Facilities** (2 points)

The applicant shall provide a description of the facility where the proposed services are to be delivered and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable and special equipment that may be required for the services.

III. Project Organization and Staffing (Not to exceed 3 pages; 15 points)

A. Staffing

1. **Proposed Staffing** (4 points)

   The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. **Staff Qualifications** (4 points)

   The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. Job descriptions and resumes of staff delivering services shall be included. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. **Supervision and Training** (4 points)

   The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. **Organization Chart** (3 points)

   The 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.

   If the applicant does not have an organization chart, the applicant shall state so and name the person(s) directly responsible for the specific services to be delivered.

IV. Service Delivery (Not to exceed 8 pages; 55 points)

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. The applicant should include the following, as applicable:

- A brief summary of how the applicant's philosophy and service framework relate to a positive youth development framework. (3 points)
- Details of how the components of effective youth development programs are addressed in the service delivery. (3 points)
- Details of how the proposed service activities are consistent with and address the Principles of Effectiveness. (10 points)
- Details of how the activities and strategies relate to and effectively address substance abuse prevention and/or violence prevention. (10 points)
- A work plan of all activities and tasks to be completed, related work assignments, responsibilities, and service plan that clearly articulates the overall service flow from program entry to program completion, as appropriate. (10 points)
- A timeline schedule of steps to be taken in planning and implementing the required services and related activities. (3 points)
- Details of how the proposed work plan and service activities are consistent with the proposed outcomes and objectives, service framework, and characteristics of effective programs. (5 points)
- Details of how the applicant will determine the program effectiveness and overall impact on the target population and details of how the evaluation will be used by the program. (6 points)
- Preliminary outcomes related to the performance indicators identified in the RFP Service Specifications (page 2-12) that are expected as a result of the program's activities, including proposed number of youth served and the expected change in the youth (see RFP Section 5., Attachment D, Form 4-1, for performance plan form). (5 points)
- Details of the provision of equitable participation of private school students if the proposed services are school-based. (Requirement; No point value)

V. Financial (10 points)

A. Pricing Structure (8 points)

Pricing structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the purchasing agency pays the provider for budgeted agreed-upon costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation. Costs shall be subject to verification.

The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205	Budget
SPO-H-206A*	Budget Justification-Personnel: Salaries & Wages
SPO-H-206B*	Budget Justification-Personnel: Payroll Taxes, Assessments & Fringe Benefits
SPO-H-206C	Budget Justification-Travel – Inter-Island
SPO-H-206D	Budget Justification-Travel – Out of State
SPO-H-206E	Budget Justification-Contractual Services: Administrative
SPO-H-206F	Budget Justification-Contractual Services: Subcontracts
SPO-H-206G	Budget Justification-Depreciation
SPO-H-206H	Budget Justification-Program Activities

**Special instructions are located in Section 5.*

B. Other Financial Related Materials (2 points)

1. Accounting System

In order 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):

a. Latest Single Audit Report of Financial Audit

b. Cost Allocation Plan, which demonstrates applicant's expenditures are allocated based on a plan that reasonable, appropriate, and lawful.

2. Accounting Personal

a. Applicant must state which staff positions are responsible for maintaining accounting records and fiscal reporting.

b. Applicant shall describe what accounting qualifications are required for each of positions if not detailed in the submitted Section III. Personnel: Project Organization and Staffing.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4
Proposal Evaluation

I. 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.

II. 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	20 points	
Project Organization and Staffing	15 points	
Service Delivery	55 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS		**100 Points**

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Tax Clearance Certificate (or Certificate of Vendor Compliance)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-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 evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

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

A. Necessary Skills (5 points)

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience (3 points)

- Demonstrated minimum two (2) years experience delivering services related to requested services.

C. Quality Assurance and Evaluation (5 points)

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

D. Coordination of Services (5 points)

- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Documented support by and involvement of partners, parents, and community for the proposed service activities. Current letters, MOA and/or other supporting documents attached.

E. Facilities (2 points)

- Adequacy of facilities relative to the proposed services demonstrated.

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

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. (4 points)
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program are provided. Resumes included. (4 points)

B. Project Organization

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. (4 points)
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks included and clearly diagrammed. (3 points)

3. *Service Delivery (55 Points)*

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- Description of applicant's philosophy and service framework relate to positive youth development. (3 points)
- Requested components addressed and integrated into details of proposed service delivery. (3 points)
- Proposed service plan addresses and is in compliance with the Principles of Effectiveness. (10 points)
- Proposed activities and strategies will effectively address substance abuse prevention and/or violence prevention. (10 points)
- A clear, concise, complete work plan for the service delivery and program implementation is included. (10 points)
- A timeline for the planning and implementation of awarded proposal is clear. (3 points)
- The proposed services framework, work plan, activities, and outcomes are consistent with effective practices and the designated needs of identified target population. (5 points)
- Details relate how assessment of program effectiveness and impact on target population will be determined. (6 points)
- Form 4-1 identifies outcomes (performance targets and milestones) that relate to the performance indicators. (5 points)
- Participation of private schools is described if proposed services are school-based.

4. Financial (10 Points)

- Pricing structure based on cost reimbursement.
- Cost proposal (budget) fully supports the scope of service and requirements of the Request for Proposal.
- Personnel costs are reasonable and comparable to positions in the community.
- Non-personnel costs are reasonable and adequately justified.
- Documented adequacy of accounting system and qualified accounting staff.

C. 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. Draft Special Conditions

D. Form 4-1

E. Resources and References

Proposal Application Checklist

Applicant: _____ RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms ore on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-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 (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)			X	
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
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*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*	X	
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP	Awardees will be required to sign Federal Certifications at the time of contract execution	
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Workplan			X	
Performance Plan – Form 4-1			X	

_____ Authorized Signature

_____ Date

Organization: _____
RFP No:_____

Sample

Proposal Application
Table of Contents

I. Program Overview 1

II. Experience and Capability 1
- **A.** Necessary Skills 2
- **B.** Experience 4
- **C.** Quality Assurance and Evaluation 5
- **D.** Coordination of Services 6
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- **A.** Staffing 7
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- **B.** Project Organization 10
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VII. 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
  - Program
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- **D.** Performance and Output Measurement Tables
  - Table A
  - Table B
  - Table C
- **E.** Program Specific Requirements

DRAFT SPECIAL CONDITIONS

1. Insurance. Paragraph 1.4, Insurance, General Conditions, is modified and the PROVIDER agrees to the following: In order to protect the PROVIDER as well as the State of Hawaii, the STATE, and their officers and employees covered under the indemnification provision in this Contract, the PROVIDER shall obtain and keep in force throughout the period of this Contract the following insurance:

Automobile liability insurance for automobiles owned or leased by the PROVIDER and used to carry out services specified in this Contract shall be obtained from a company authorized to do business in the State, or meet Section 431:8-301, Hawaii Revised Statutes if utilizing an insurance company not licensed by the State of Hawaii, and complying with the Hawaii No Fault Insurance Law. The combined amount shall be at least ONE MILLION AND NO/100 DOLLARS ($1,000,000.00) with respect to bodily injury and to property damage. The PROVIDER's policy shall name the STATE, the State of Hawaii and their officers and employees as additional insured. Prior to or upon execution of this Contract, the PROVIDER shall furnish the STATE with a Certificate of Insurance, verifying the existence of such insurance. Such certificate shall also expressly provide that such insurance shall not be canceled unless the insurance company has first given to the STATE thirty (30) calendar days' written notice of the intended cancellation.

If the PROVIDER is authorized by the STATE to subcontract, subcontractor(s) is not excused from the Indemnification and/or Insurance provisions of this Contract. The PROVIDER agrees to require its subcontractor(s) to obtain insurance in order to indemnify the STATE. Failure of the PROVIDER to provide and keep in force such insurance shall be regarded as material default under this Contract, entitling the STATE to exercise any or all of the remedies provided in this Contract for default of the PROVIDER. The procuring of such required policy or policies of insurance shall not be construed to limit the PROVIDER's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract. Notwithstanding said policy or policies of insurance, the PROVIDER shall be obliged for the full and total amount of any damage, injury, or loss caused by the negligent act or omission of the PROVIDER or its authorized representatives.

2. Confidential Information. In addition to Paragraph 2.1, Confidentiality of Material, General Conditions, the PROVIDER further agrees to the following:
All information and records about or for the clients served, secured from clients, the STATE, or any other individuals or agencies by the PROVIDER, or prepared by the PROVIDER for the STATE, in satisfaction of this Agreement, shall be confidential and shall not be made available to any individual or organization by the PROVIDER without prior written approval of the STATE, subject to provisions of applicable State of Hawaii and Federal statutes, and State of Hawaii Administrative Rules. To ensure the confidentiality of all such information and records, the PROVIDER shall immediately notify the STATE when inquiries for information, including subpoenas are made to the PROVIDER. The PROVIDER shall submit copies of all written requests for information, as well as subpoenas, to the STATE.

3. Maintain Records. In addition to Paragraph 2.3, Records Retention, General Conditions. The PROVIDER further agrees as follows:
The PROVIDER shall maintain statistical, clinical, and administrative records pertaining to services of this Agreement. The records shall be subject at all reasonable times to inspection or review by the STATE or Federal representatives directly connected with the program area under this Agreement. All records shall be retained and made accessible for a minimum of six years after the date of submission of the PROVIDER's final report to the STATE. Except in the event any litigation, claim, negotiation, investigation, audit, or other action involving the records has been started before the expiration of the 6-year period, the PROVIDER shall retain the records until completion of the action and resolution of all issues that arise from it or until the end of the regular 6-year retention period, whichever occurs later.

4. Equipment. All equipment purchased with contract funds under this Agreement including items of personal property, as distinguished from real property, that has an acquisition cost of $1,000.00 or more per item and with an expected life of more than one year, shall remain the property of the STATE. All equipment purchased with contract funds must have prior approval from the STATE before purchase to be allowable. Following the Agreement period,

all equipment shall be reported in the final fiscal report to the STATE. Disposition of said equipment shall be prescribed by the STATE.

5. Publications. The PROVIDER shall submit all reports and written publications resulting from this Agreement for review, comment and approval prior to publication. Any publications (written, visual or sound), whether published at the PROVIDER's or STATE's expense, shall contain the following statements (Note: This excludes press releases, newsletters, and issue analyses): This project was supported by an Agreement from the Office of Youth Services, Department of Human Services, State of Hawaii (and if applicable, the name and federal award number of a federal grant funding the contract). The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Office of Youth Services (and if applicable, the federal grant agency).

6. HIPAA. In this Agreement "HIPAA" means the Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996*, Pub. L. No. 104-191. PROVIDER is a "health care provider" under HIPAA. A "covered entity" is a health care provider that transmits information in a standard electronic transaction under 45 CFR Parts 160 and 162. If PROVIDER is or becomes a "covered entity", then PROVIDER must comply with all of the rules adopted to implement HIPAA, including rules for privacy of individually identifiable information, security of electronic protected health information, transactions and code sets, and national employer and provider identifiers. See, 45 CFR Parts 160, 162, and 164.

7. Federal Audit Requirement. The PROVIDER, when required, shall have an independent certified public accountant conduct a financial and compliance audit in accordance with the guidelines of the Office of Management and Budget (OMB) Circular No. A-133, "Revised, Audit Requirements for the State, Local Governments, and Non-Profit Organizations.

ATTACHMENT D

Office of Youth Services

PERFORMANCE PLAN

(Submit One Copy For Each Target Group)

Note: To X a ☐, Double Click On It, Select "Checked" Option

Outcomes Plan Number (Check One): ☐ 1 Target Group ☐ 2 Target Group	Agency Name:	Date Submitted	Prepared By (Signature)
	RFP #:	__/__/__	
		__/__/__	

Target Group Description

Target Type Codes (Use to Code Targets on the Following Pages)	
Codes	**Risk Factors**
RF1	Reduce Delinquency (Including All Status Offense)
RF2	Reduce Arrests
RF3	Reduce Disproportionate Minority Contact (DMC)
RF4	Reduce Substance Use, Abuse
RF5	Reduce Anger, Violence
RF6	Reduce Gang Activity
RF7	Reduce Risk for Pregnancy
RF8	Reduce Alienation
	Protective Factors
PF1	Increase Accountability and Independent Living Skills
PF2	Improve Family Relationships
PF3	Increase Connectedness with Community
PF4	Increase Cultural Awareness, Appreciation
PF5	Improve Self-Image, Self-Esteem
PF6	Increase Pro-social Behavior and Social Competency
PF7	Increase Health, Physical Competencies
PF8	Increase Educational Competency (Improve GPA, Attendance)
PF9	Increase Vocational Competency (Career Exploration, Job Training)
PF10	Increase Family, Community Support of Youth's Program
	MAJOR LIFE DOMAINS TARGETED
D1	Individual
D2	Peer
D3	Family
D4	Community

Risk Level Targeted (Check One Level Only)	Regions Targeted (Check One or More)
☐ **Risk Level I** • At-risk for violence, substance abuse, and/or criminal activity due to geographic, ethnic, or socioeconomic factors.	☐ Statewide (All Islands) ☐ Oahu (All) ☐ Oahu: Central ☐ Oahu: Honolulu ☐ Oahu: Leeward ☐ Oahu: Windward ☐ Hawaii (All) ☐ Hawaii: East ☐ Hawaii: West ☐ Kauai (All) ☐ Maui (All) ☐ Maui: Lanai ☐ Maui: Molokai
☐ **Risk Level II** Any One of the Following: • Status offender: Chronically truant, runaway. • Involved in gangs, violence, or substance abuse. • Experiencing serious family problems. • Abused and/or neglected.	
☐ **Risk Level III** Any One of the Following: • Any characteristic of Level II, but also has immediate need for food, shelter, clothing, and/or medical treatment. • At-risk for out-of-home placement. • At-risk for secure confinement.	

ATTACHMENT D

Performance Plan

Instructions:

1. Referencing the Scope of Services, fill in performance target information, including sources of verification (i.e., "Youth Self-Reports", "Grades.")
2. Submit one sheet for each performance target proposed.
3. Fill in projections (P) for number of youth expected to achieve each milestone in each quarter. SUBMIT THIS PLAN TO OYS within thirty days of contract execution.
4. Each quarter fill in actual (A) number of youth achieving each milestone. DO NOT SUBMIT TO OYS, BUT KEEP ON FILE.

PT	Performance Target (& Milestones to Performance Target)			1st		2nd		3rd		4th		One Year		
1	Performance Target (Arial Narrow, 8 Point Type) from Scope of Services:			P	A	P	A	P	A	P	A	Year Goal	YTD Actual	*Releases To Date
	PT Type (See Target Type Codes):													
		Milestones (Major steps/progress markers to achieving the performance target)	Sources of Verification											
	a.	Milestone:												
	b.	Milestone:												
	c.	Milestone:												
	d	Milestone:												
	e	Milestone:												
	f.	Milestone (Last Milestone Is Achieving the Performance Target):												

*Release = No Shows, Released for Misconducts, Dropouts, Transferees/Referrals. Do Not Release Youths Who Complete the Program.

WEBSITE RESOURCES

Safe and Drug-Free Schools Program
http://www.ed.gov/about/offices/list/osdfs/index.html

Community Anti-Drug Coalitions of America (CADCA)
www.CADCA.org

Centers for Disease Control and Prevention (CDC)
http://www.cdc.gov
CDC, Division of Adolescent and School Health
http://www.cdc.gov/nccdphp/dash/yrbs/ov.htm

Coalition for a Drug-Free Hawaii
www.drugfreehawaii.org

Community Toolbox
http://ctb.ku.edu/

Development Services Group
Home page
http://www.dsgonline.com/index.html
Title V Community Prevention Grants Program

Helping America's Youth
http://www.helpingamericasyouth.gov/

National Clearinghouse for Alcohol and Drug Information (NCADI)
http://www.health.org

National Criminal Justice Reference Service
Home page (then click sidebar "Juvenile Justice)
http://www.ncjrs.gov/index.html
National Criminal Justice Reference Service (Youth "Risk & Protective Factors")
http://www.ncjrs.gov/App/Topics/Topic.aspx?topicid=136
National Criminal Justice Reference Service ("Comprehensive Approaches to Gang Problems")
http://www.ncjrs.org/html/ojjdp/summary_2000_8/comprehensive.html

National Youth Anti-Drug Media Campaign
www.mediacampaign.com

National Youth Development Information Center
http://www.nydic.org/nydic/toolkits/index.htm

National Youth Violence Prevention Resource Center
http://www.safeyouth.org/scripts/index.asp

OJJDP Model Programs Guide
http://www.dsgonline.com/mpg2.5//mpg_index.htm
(See also "Related Links" for other useful sites)

Parents, the Anti-Drug
www.TheAntiDrug.com

National Center for Education Statistics
Home page
http://nces.ed.gov/index.asp
National Center for Education Statistics ("Indicators of School Crime and Safety")
http://nces.ed.gov/pubs2005/crime_safe04/references.asp

Positive Youth Development (by Channing Bete Company)
About Risk and Protective Factors
http://www.channing-bete.com/positiveyouth/pages/rpfactors/rpfactors.html

Search Institute
www.search-institute.org

University of Hawaii, Center on the Family
www.uhfamily.hawaii.edu

U.S. Dept. Health & Human Services, Substance Abuse and Mental Health Services Administration
www.samhsa.gov
http://modelprograms.samhsa.gov
Family Guide to Keeping Youth Mentally Healthy and Drug Free
www.family.samhsa.gov

Western Regional Center for the Application of Prevention Technologies
Best and Promising Practices – Guide to Building Successful Prevention Program
www.westcapt.org

Youth Violence: A Report of the Surgeon General
http://www.surgeongeneral.gov/library/youthviolence/toc.html