

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
**Office of Youth Services**  
**Request for Proposals**  
**Community-Based Residential Services**  
**for Minor Youth**  
**RFP No. HMS-501-26-02**

September 24, 2025

**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.*

# REQUEST FOR PROPOSALS

## Community-Based Residential Services for Minor Youth RFP No.: HMS-501-26-02

September 24, 2025

The Department of Human Services, Office of Youth Services (OYS), is requesting proposals from qualified applicants to provide Community-Based Residential Services (CBRS) for Minor Youth. This service includes screening, needs assessment, and referral services aimed at fostering safe and nurturing environments for minor youth, ages 10 to less than 18 years old. The environments are designed to help minor youth in transition to develop the skills necessary to face real-life challenges effectively.

CBRS is categorized into two (2) types: Emergency Shelter Home (ESH) and Transitional Intermediate Shelter (TIS). Contracts for each type of CBRS will be awarded across five (5) statewide geographic locations at island/county locations of: O‘ahu; Maui; Kaua‘i; and at East Hawai‘i and at West Hawai‘i, of the Big Island. Details about the locations are provided in Section 2. 1. E. of the RFP.

The initial one-and-a-half (1.5)-year contract term is from January 1, 2026 through and including June 30, 2027. The Contract may be extended for up to two (2) additional consecutive twenty-four (24)-month periods, for a total maximum contract term of five-and-a-half (5.5) years, effective January 1, 2026 through and ending June 30, 2031. The initial contract term and any extensions are contingent upon satisfactory performance and service delivery by the provider, and availability of funds and budget execution policies.

Proposal submissions shall be addressed to the Office of Youth Services, Attention: Cynthia S. Pierce, RFP Contact Person, as follows:

### A. United States Postal Service (USPS) Mail-in Proposals:

1. Proposals submitted via USPS to the Office of Youth (OYS) shall be postmarked by the USPS no later than deadline date on October 31, 2025. Proposals shall be received within ten (10) calendar days following the deadline. Applicants shall also be required to notify the RFP contact person via email notification that the proposal is being sent via USPS.
  - a. The mailed proposal shall be postmarked on or before the specified deadline of October 31, 2025 (refer to the “Proposal Mail-In and Delivery Information Sheet” for the RFP contact person).

- b. The **email notification of USPS mail-in proposal shall be sent and received by the RFP contact person no later than 2:30 p.m. (HST) on October 31, 2025, the proposal deadline due date.**
  - c. Proposals received after the ten (10) day mailing deadline and/or the email notifications that is sent and received after 2:30 p.m. on the proposal deadline date of October 31, 2025, shall be considered as late and shall be rejected. There are no exceptions to this requirement.
2. If the tenth (10<sup>th</sup>) calendar day falls on a weekend or holiday, the proposal shall be due on the next business day.

B. Hand-delivered Proposals:

1. Hand-delivered proposals shall be received by 2:30 p.m. (HST) on the deadline due date of October 31, 2025, at the specified drop-off site. (Refer to the “Proposal Mail-In and Delivery Information Sheet” for the drop-off site address.)
2. Deliveries by private mail services, such as FedEx or UPS, shall be considered as hand deliveries.
3. Proposals that are dropped off or hand-delivered after 2:30 p.m. (HST) on the deadline date of October 31, 2025, shall be considered as late and shall be rejected. There are no exceptions to this requirement.

The Office of Youth Services, referenced as the state purchasing agency, will conduct a virtual RFP Orientation on October 1, 2025, at 9:00 a.m. (HST). All prospective applicants are encouraged to attend the RFP orientation.

The deadline for submission of written questions is 2:30 p.m. (HST) on October 3, 2025. All written questions will receive a written response from the state purchasing agency and will be posted on the Hawai'i Awards and Notices Data System (HANDS) website as an addendum to the RFP on or about October 6, 2025.

Inquiries regarding this RFP should be directed to the RFP contact person:

Cynthia S. Pierce, Children & Youth Program Specialist  
Princess Victoria Kamamalu Building  
1010 Richards Street, Suite 314  
Honolulu, Hawaii 96813  
Telephone: (808) 587-5718  
Facsimile: (808) 587-5734  
Email: cpierce@dhs.hawaii.gov

# PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED:** *1-Original and 4-Copies SPIRAL BOUND, and 1 THUMB DRIVE with a PDF copy.*

ALL MAIL-IN SUBMITTALS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **October 31, 2025**, and received by the state purchasing agency no later than ten (10) calendar days from the USPS postmarked submittal mail-in deadline due date. Applicants **shall also be required to notify the RFP contact person via email notification** that the proposal is being sent via USPS. The email notification shall be sent to and received by the OYS no later than 2:30 p.m. (HST) on the deadline due date on October 31, 2025. Email notifications shall not be accepted if received after 2:30 p.m. (HST) on October 31, 2025.

## All Mail-ins

State of Hawaii  
Department of Human Services  
Office of Youth Services  
1010 Richards Street, Suite 314  
Honolulu, Hawaii 96813

## OYS RFP CONTACT PERSON

Cynthia S. Pierce  
Children & Youth Program Specialist  
Telephone: 808-587-5718  
Fax No: 808-587-5734  
cpierce@dhs.hawaii.gov

ALL HAND-DELIVERED SUBMITTALS SHALL BE ACCEPTED AT THE FOLLOWING DROP-OFF SITE UNTIL 2:30 p.m. (HST) on October 31, 2025. Deliveries by private mail services, such as FEDEX and UPS, shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 2:30 p.m. (HST) on October 31, 2025.

## Drop-off Site:

Department of Human Services  
Office of Youth Services  
Princess Victoria Kamamalu Building  
1010 Richards Street, Suite 314  
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.**

### 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 24, 2025                                   |
| Distribution of RFP                                                    | September 24, 2025                                   |
| RFP orientation session                                                | October 1, 2025, 9:00AM-11:30PM HST                  |
| Closing date for submission of written questions for written responses | October 3, 2025, due NLT/by 2:30 PM HST              |
| State purchasing agency's response to applicants' written questions    | On/about October 6, 2025                             |
| Discussions with applicants prior to proposal submittal deadline       | Optional                                             |
| Proposal submittal deadline                                            | October 31, 2025, due NLT/by 2:30 PM HST             |
| Discussions with applicants after proposal submittal deadline          | Optional                                             |
| Final revised proposals (optional)                                     | Optional                                             |
| Proposal evaluation period                                             | Early to mid-November, 2025                          |
| Provider selection                                                     | Mid to end-November, 2025                            |
| Notice of statement of findings and decision                           | Before or during 4 <sup>th</sup> week November, 2025 |
| Contract start date                                                    | January 1, 2026                                      |

## 1.2 Website Reference

| Item                                                                                                                                                                                     | Website                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Procurement of Health and Human Services                                                                                                                                               | <a href="http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/">http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/</a> |
| 2 RFP website                                                                                                                                                                            | <a href="http://hawaii.gov/spo2/health/rfp103f/">http://hawaii.gov/spo2/health/rfp103f/</a>                                                                                                                                                                                                                     |
| 3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services                                                                         | <a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a><br>Click on the “References” tab.                                                                                                                                                                                                                     |
| 4 General Conditions, AG-103F13                                                                                                                                                          | <a href="https://spo.hawaii.gov/wp-content/uploads/2013/12/103F13.pdf">https://spo.hawaii.gov/wp-content/uploads/2013/12/103F13.pdf</a>                                                                                                                                                                         |
| 5 Forms                                                                                                                                                                                  | <a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Click on the “Forms” tab.                                                                                                                                                                                                                             |
| 6 Cost Principles                                                                                                                                                                        | <a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a><br>Search: Keywords “Cost Principles”                                                                                                                                                                                                                 |
| 7 Protest Forms/Procedures                                                                                                                                                               | <a href="http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/">http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/</a>                                                                                                                     |
| 8 Hawaii Compliance Express (HCE)                                                                                                                                                        | <a href="http://spo.hawaii.gov/hce/">http://spo.hawaii.gov/hce/</a>                                                                                                                                                                                                                                             |
| 9 Hawaii Revised Statutes                                                                                                                                                                | <a href="http://capitol.hawaii.gov/hrscurrent">http://capitol.hawaii.gov/hrscurrent</a>                                                                                                                                                                                                                         |
| 10 Department of Taxation                                                                                                                                                                | <a href="http://tax.hawaii.gov">http://tax.hawaii.gov</a>                                                                                                                                                                                                                                                       |
| 11 Department of Labor and Industrial Relations                                                                                                                                          | <a href="http://labor.hawaii.gov">http://labor.hawaii.gov</a>                                                                                                                                                                                                                                                   |
| 12 Department of Commerce and Consumer Affairs, Business Registration                                                                                                                    | <a href="http://cca.hawaii.gov">http://cca.hawaii.gov</a><br>click “Business Registration”                                                                                                                                                                                                                      |
| 13 Campaign Spending Commission                                                                                                                                                          | <a href="http://ags.hawaii.gov/campaign/">http://ags.hawaii.gov/campaign/</a>                                                                                                                                                                                                                                   |
| 14 Internal Revenue Service                                                                                                                                                              | <a href="http://www.irs.gov/">http://www.irs.gov/</a>                                                                                                                                                                                                                                                           |
| <b>Please note website addresses may change from time to time. If a State link is not active, go to the State of Hawaii website at <a href="http://hawaii.gov">http://hawaii.gov</a></b> |                                                                                                                                                                                                                                                                                                                 |

### 1.3 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.

### 1.4 RFP Organization

This RFP is organized into five sections:

***Section 1, Administrative Overview:*** Provides Applicant with an overview of the procurement process.

***Section 2, Service Specifications:*** Provides Applicant 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 Applicant 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 Human Services  
Office of Youth Services  
1010 Richards Street, Suite 314  
Honolulu, Hawaii 96813-2940  
Telephone: 808-587-5710  
Facsimile: 808-576-5734

### 1.6 RFP Point-of-Contact/RFP Contact Person

From the release date of this RFP until the selection of the successful Applicant(s), any inquiries and requests shall be directed to the sole point-of-contact identified below:

Cynthia S. Pierce, RFP Contact Person  
Children & Youth Program Specialist  
Telephone: 808-587-5718  
Facsimile: 808-587-5734  
[cpierce@dhs.hawaii.gov](mailto:cpierce@dhs.hawaii.gov)

## 1.7 Orientation

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

**Date:** Wednesday, October 1, 2025

**Time:** 9:00 AM until 11:30 PM

Topic: RFP No.: HMS-501-26-02 Community-based Residential Services for Minor Youth  
Time: October 1, 2025, at 9:00 AM (HST)

To join Zoom Meeting, click on the following link:

<https://us02web.zoom.us/j/88578199701?pwd=vLNVAFNzsoBkiwq4Ofx3RsqwcWCwQA.1>

Meeting ID: 885 7819 9701

Passcode: 690987

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One tap mobile

+16694449171,,88578199701#,,, \*690987# US

+16699009128,,88578199701#,,, \*690987# US (San Jose)

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 proposal deadline for written questions indicated in Section 1.8, Submission of Questions.

If you need an auxiliary aid/service or other accommodation due to a disability, contact the RFP Contact Person identified in Section 1.6 as soon as possible, preferably by September 26, 2025. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this RFP is available in alternate/accessible formats.

## 1.8 Submission of Questions

Applicant may submit questions to the RFP sole point-of-contact identified in Section 1.6., RFP Contact Person. The state purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

**Date: Friday, October 3, 2025**

**Time: 2:30 p.m.**

State purchasing agency responses to Applicant written questions will be provided by:

**Date: On or about Monday, October 6, 2025**

## 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 the Applicant 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.
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.

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

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, the primary proposal 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.

1. **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.
2. **Labor Law Compliance.** Pursuant to HRS §103-55, Applicant 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.
3. **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.

Applicant 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 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.

Applicants not utilizing the HCE to demonstrate compliance shall provide a paper certificate from DLIR to the state 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 state purchasing agency. The tax clearance and the DLIR certificate are valid for six (6) months from the date of issue. The DCCA certificate of good standing is valid for six (6) 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 contractors 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 Service (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 proposal submittal deadline date; or
2. Postmarked by the designated date but not received within ten (10) calendar days from the proposal submittal deadline; or
3. Email notification of USPS mail in proposal received after proposal submittal deadline date and time; or
4. If hand delivered, received after the designated proposal submittal deadline 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 or UPS shall be considered hand deliveries and shall be rejected if received after the proposal submittal deadline date and time. Dated USPS shipping labels are not considered postmarks.

*Faxed proposals and/or submission of proposals on CD or transmission by e-mail or website is not permitted. See Hawaii Administrative Rules (HAR) §3-143-504.*

## 1.10 Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential Applicant(s) to promote understanding of the state purchasing agency's requirements.



- B. **After Proposal Submittal Deadline.** Discussions may be conducted with Applicant(s) 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.
- C. **After Notice of Award and Before Contract Execution Deadline.** Discussions may be conducted with Applicant(s) whose proposals were awarded and issued, to negotiate terms for the State 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 proposal submittal deadline date.

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 purchasing agency 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, without liability to the State, when it is determined to be in the best interest of the State in accordance with HAR §3-143-613.

## 1.16 Costs for Proposal Preparation

Any costs incurred by the Applicant in preparing or submitting a proposal are the applicant's 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 state 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 purchasing agency 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:

- A. Rejection for failure to cooperate or deal in good faith. (HAR §3-141-201)
- B. Rejection for inadequate accounting system. (HAR §3-141-202)
- C. Late proposals. (HAR §3-143-603)
- D. Inadequate response to request for proposals. (HAR §3-143-609)
- E. Proposal not responsive. (HAR §3-143-610(a)(1))
- F. Applicant not responsible. (HAR §3-143-610(a)(2))
- G. Applicant did not submit the required number of proposals and/or digital copy does not comply with specifications set forth in Section 3, Proposal Application Instructions.

## 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 contract 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 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 State Procurement Office (SPO) website. Refer to Section 1.2, Website Reference for website address. Only the following matters may be protested:

- A. A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes.
- B. A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- C. 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 (5) 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.

| <b>Head of State Purchasing Agency</b>                                        | <b>Procurement Officer</b>                                                    |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Name: Leanne Gillespie                                                        | Name: Mimari Hall                                                             |
| Title: Executive Director (ED)                                                | Title: Program Development Officer (PDO)                                      |
| Mailing Address:<br>1010 Richards Street, Suite 314<br>Honolulu, Hawaii 96813 | Mailing Address:<br>1010 Richards Street, Suite 314<br>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

- A. The General Conditions that will be imposed contractually are on the SPO website.
- B. Special Conditions are imposed contractually by the state purchasing agency and include, but are not limited to:

### 1. Insurance

The Provider shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract until the State certifies that the Provider's work has been completed satisfactorily.

| Coverage                                                                      | Limits                                                                                                     |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Commercial General Liability                                                  | Bodily Injury and Property Damage:<br>\$1,000,000/occurrence<br>\$2,000,000 aggregate                      |
| Automobile                                                                    | Bodily Injury:<br>\$1,000,000/person<br>\$1,000,000/occurrence<br>Property Damage:<br>\$1,000,000/accident |
| Professional Liability aka Errors and Omissions (if applicable if applicable) | \$1,000,000/claim<br>\$2,000,000 annual aggregate                                                          |

Automobile liability insurance shall include excess coverage for the Provider's employees who use their own vehicles in the course of their employment.

Provider shall agree by entering into a contract with the State to a Waiver of Subrogation for each required policy herein. When required by the insurer or should a policy condition not permit Provider to enter into a pre-loss agreement to waive a subrogation without an endorsement, the Provider shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent.

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.

Each insurance policy required by this contract shall contain the exact following clauses in its Certificate of Liability Insurance (COLI):

- a. “The State of Hawaii is added as an additional insured with respect to operations performed for the State of Hawaii.”
- b. “It is agreed that any insurance maintained by the State of Hawaii, shall apply in excess of, and not contribute with, insurance provided by this policy.”
- c. COLI shall include the Contract Number, and the Certificate Holder shall read:  

“State of Hawaii, Office of Youth Services, 1010 Richards Street, Suite 314,  
Honolulu, Hawaii, 96813.”

The Provider agrees to deposit with the state purchasing agency, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State. The insurance provisions of this contract have been complied with and in effect, therefore the certificate(s) are on deposit with the state purchasing agency during the entire term of this contract.

The Provider shall furnish a copy of the policy or policies, upon request by the state purchasing agency.

The Provider shall immediately provide written notice to the state purchasing agency should any of the insurance policies evidenced on its Certificate of Liability Insurance be canceled, limited in scope, or non-renewed upon expiration of contract. Failure of the Provider to provide and keep in force such insurance shall be regarded as a material default under the contract, entitling the State to exercise any or all the remedies provided in the contract for a default of the Provider. COLIs are required to be updated/renewed and submitted annually to the state purchasing agency.

The procuring of such required policies of insurance shall not be construed to limit Provider’s liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policies of insurance, Provider shall be obliged for the full and total amount of damage, injury, or loss caused by negligence or neglect connected with this contract. If the state purchasing agency authorizes the Provider to subcontract, subcontractor(s) is/are not excused from the indemnification and/or insurance provisions of the contract. To indemnify the State, the Provider agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of the contract.

## 2. Interpreter Services

Codified under HRS Chapter 321C, the Hawaii Language Access Law applies to State and covered entities that receive state funds and provide services to the public. Covered entities, such as Provider(s) receiving state funds, are required to establish a language access plan to ensure individuals with limited English proficiency are provided with oral interpretation (live interpreter) services and written translation of vital documents. These additional services shall be provided at no cost to participants.

### **1.23 Cost Principles**

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, the state purchasing agency 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 mission of the Office of Youth Services (OYS) is to provide programs and services for Hawaii's youth including the provision of balanced and comprehensive services for vulnerable at-risk youth to prevent delinquency, reduce recidivism, and maximize opportunities for youth to become productive, responsible citizens through community-based and family-focused treatment interventions.

This RFP requests proposals for two (2) types of community-based residential and shelter programs to support youth in crisis and/or transition. The requirements and specifications for each type of program will be identified separately in the description of service delivery below, where applicable, and can be defined as follows:

1. Emergency Shelter Home (ESH) for at-risk youth ages 10 to less than 18 for up to thirty (30) days.
2. Transitional Intermediate Shelter (TIS) for at-risk youth ages 12 to less than 18 for up to two-hundred seventy (270) days/nine (9) months with a needs assessment for additional service referrals.

Institutional care for the majority of our vulnerable troubled, abused, and neglected youth is not appropriate. Less restrictive programs solicited by this RFP are often more cost-effective and better suited for promoting positive and empowering development of the at-risk and troubled youth overrepresented in the juvenile justice system. Community-based residential services programs provide a safe and nurturing environment that allows youth in transition to experience the many challenges they will face when returning to custodial caretaker/parent(s) and family.

Residential community-based programs are essential in equipping vulnerable at-risk youth with vital coping and life skills. These programs offer a structured, supportive environment where adolescents learn to manage stress, regulate emotions, and develop problem-solving abilities. Through individualized and group activities, participants acquire practical skills necessary for independent living, such as budgeting, cooking, and job readiness. Smaller staff-to-youth ratios in these settings foster meaningful relationships, enabling personalized guidance and mentorship. This comprehensive approach addresses immediate behavioral and emotional challenges and prepares youth for successful reintegration into the real-world community that promotes long-term resilience and self-sufficiency.



## **B. Planning activities conducted in preparation for this RFP.**

The state purchasing agency conducted a Request for Information (RFI) on August 7, 2025 to invite informal feedback, comments, and recommendations from the public, such as service providers, community partners, local law enforcement and/or the juvenile court system for the proposed RFP services. The unconditional responses, discussion, and discourse were made via email or telephone conversation prior to, during, and after the August 7, 2025 RFI Orientation Meeting, with no obligatory restraints on the part of the OYS nor any of the public participants.

## **C. Description of the service goals.**

The goal of community-based residential services is to provide a warm, welcoming, and safe temporary living environment in which youth can increase their resiliencies and reduce their risk factors to safely return to a more permanent living situation. Services will assist vulnerable youth by increasing their decision-making, social, and independent living skills, and by increasing their commitment to learning and education as important factors in their lives.

The Applicant shall provide detailed descriptions of residential home placement “models” assessed as provisionally authorized, insurable, and/or licensed to house and provide services to at-risk minor youth for the following two (2) distinct types of residential shelter services.

The RFP is soliciting the two (2) types of Community-Based Residential Services (CBRS), as follows:

1. Emergency Shelter Home (ESH): Referrals accepted for at-risk minors<sup>1</sup> from ages 10 to less than 18, for up to a thirty (30)-day stay at the 24/7 ESH, which includes short-term sheltering and services, and assessment for additional referrals for higher needs services, as assessed or recommended.
2. Transitional Intermediate Shelter (TIS): Referrals accepted for at-risk minor youth from ages 12 to less than 18, for up to a two hundred seventy (270) days or a nine (9)-month stay at the TIS, with referrals for additional as needed intensive services.

The OYS seeks to award a single contract for each one of the two (2) types of CBRS, i.e., a single ESH contract, and a single TIS contract; ideally, each type is to be available at the five (5) geographic island/county locations on: O`ahu; Maui; Kaua`i; and the Big Island (East Hawai`i and West Hawai`i). Subcontracting services will be allowed.

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<sup>1</sup> “Child” or “minor” means a person less than eighteen years of age. See 2013 HRS Title 31, Chapter 571, §571-2 Definitions.

**D. Description of the target population to be served.**

## 1. General description of youth:

- a. The program focuses on targeted vulnerable youth population disconnected from their families and communities, including those arrested as status offenders, as overrepresented or over-involved in the juvenile justice system or other formal systems of care, such as at the Hawaii Youth Correctional Facility (HYCF).
- b. The targeted ages include minor youth from ages 10 to less than 18 years old. The ages of youth served varies based on shelter type:
  - 1) ESH: ages 10 to less than 18.
  - 2) TIS and needs assessment for higher intensity care and services: ages 12 to less than 18.

## 2. Characteristics of youth and respective placement:

- a. ESH
  - 1) Minor youth who are assessed as vulnerable and troubled, abused, or neglected and/or overrepresented in the juvenile justice system (JJS).
  - 2) Vulnerable minor youth who commits a status offense, such as picked up as a runaway, drinking alcohol, and being truant from school.
  - 3) Short-term emergency sheltering and related services are needed to reduce the present crisis and return the youth to a stable, safe home/living environment.
- b. TIS and assessment for intensive services
  - 1) Vulnerable youth who are at higher risk in one or more areas of need identified through a validated, objective risk and needs assessment tool.
  - 2) Youth who are generally unable to function in a prosocial manner without constant supervision and support.
  - 3) Youth who can benefit from screening assessment and referral to the highly structured residential shelter and services and/or may include additional referral(s) for intensive care and recovery services.

## 3. Placement referral priorities are:

- a. Youth referred by or exiting the OYS/HYCF.
- b. Youth referred by law enforcement agencies, such as the county police departments or the Department of Law Enforcement.
- c. Youth referred by the Family Court (FC) Juvenile Probation.

- d. Youth referred by the state purchasing agency's community partners/service providers, Child Welfare Services.
- e. Youth self-referred and/or referred by family member(s).

**E. Geographic coverage of service.**

Ideally, community-based residential sheltering and services are to be at statewide geographic locations on each island/county of O`ahu; Maui; Kaua`i; and the Big Island (East Hawai`i and West Hawai`i). Funding is limited and will be based on projected need, to be awarded for each of the two (2) types of CBRS, and to be available at each of the five (5) island/county geographic locations. Subcontracting services will be allowed.

**F. Probable funding amounts, source of funds, and period of availability:**

1. Approximate total amount of federal and state funds for second half year term of State FY 2026 (January 1, 2026 through and including June 30, 2026) is \$250,000.00; for State FY 2027 (July 1, 2026 through and including June 30, 2027) is \$500,000.00, allotted as follows:

| Fiscal Budgetary:                                                | Period 1:              | Period 2:           |
|------------------------------------------------------------------|------------------------|---------------------|
| State Fiscal Year (FY): 2 <sup>nd</sup> ½ FY2026, 1/1/26-6/30/26 | FY2027, 7/1/26-6/30/27 |                     |
| FY Annual Budget                                                 | \$250,000.00 Total     | \$500,000.00 Total  |
| Budget Period:                                                   | No. 1= 50.0% Annual    | No. 2=100.0% Annual |
| a. <u>ESH</u>                                                    | = \$112,500.00:        | = \$ 225,000.00:    |
| 1) O`ahu                                                         | \$ 43,875.00           | \$ 87,750.00        |
| 2) Maui                                                          | \$ 10,125.00           | \$ 20,250.00        |
| 3) Kaua`i                                                        | \$ 14,625.00           | \$ 29,250.00        |
| 4) East Hawai`i                                                  | \$ 21,937.50           | \$ 43,875.00        |
| 5) West Hawai`i                                                  | \$ 21,937.50           | \$ 43,875.00        |
| b. <u>TIS</u>                                                    | = \$137,500.00:        | = \$275,000.00      |
| 1) O`ahu                                                         | \$ 70,125.00           | \$140,250.00        |
| 2) Maui                                                          | \$ 11,000.00           | \$ 22,000.00        |
| 3) Kaua`i                                                        | \$ 20,625.00           | \$ 41,250.00        |
| 4) East Hawai`i                                                  | \$ 17,875.00           | \$ 35,750.00        |
| 5) West Hawai`i                                                  | \$ 17,875.00           | \$ 35,750.00        |

2. Initial one-and-a-half (1.5)-year Contract Term/Budget Funding Period is January 1, 2026 through and including June 30, 2027.
3. Period of Availability
  - a. Option to extend is for two (2) additional consecutive twenty-four (24)-month periods, subject to the appropriation and availability of funds for each and every fiscal year/funding period not to exceed a maximum contract term of sixty-six (66) months or five and-a-half (5.5) years, effective January 1, 2026 through and including June 30, 2031.
  - b. The award of a contract and any allowed extension thereof is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS.

Funds have not yet been appropriated for this service. These amounts are only projected funding ranges, with no potential award amounts predetermined.

The state purchasing agency reserves the right to make modifications to the scope of services and to the funding amounts that the state purchasing agency currently is unable to anticipate. There may be modifications made to continue or to improve the services. Additionally, should funding be increased or decreased, the state purchasing agency may add or subtract funding, as may be deemed necessary and appropriate.

## **2.2 Contract Monitoring and Evaluation**

- A. All contracts shall be monitored by the state purchasing agency in accordance with requirements set forth by Chapter 103F, HRS. The criteria by which the performance of the contract will be monitored and evaluated include:
  1. Performance Output and Outcome Measures
    - a. Performance Report.
    - b. Programmatic improvements or changes based on data.
    - c. The confidential Monthly Client List reporting data on all minor youth receiving shelter and services at each of the respective two types of ESH and TIS of the CBRS programs.
  2. Quality of Care/Quality of Services
    - a. Programmatic records such as client list, case notes, follow-up notes, and service plans.
    - b. Facility accessibility, suitability, and safety.
    - c. Transportation and other liability issues.
    - d. Consumer satisfaction.
    - e. Safeguard privacy and confidential records.

3. Financial Management
    - a. Compliance with Cost Principles, HRS 103F.
    - b. Invoicing accuracy and authorization flow.
    - c. Expenditure reports.
    - d. Payment schedules.
    - e. Burn rate (overspending/underspending).
  4. Administrative Requirements
    - a. Administrative Assurances.
    - b. Staff qualification, requirements, and turnover.
    - c. File maintenance and record keeping.
    - d. Compliance with general and special conditions.
    - e. Collaborations (informal and formal agreements and subcontracts if applicable).
    - f. Grievances and incident reports.
  5. Sustainability Plan
    - a. Organization (capacity building and training).
    - b. Funding (in-kind, fundraising, grant writing).
    - c. Partnerships (in-kind, collaborative funding, community level capacity).
    - d. Outcomes such as demand for services, utilization of program data, and program improvements.
- B.** Access to all materials, files, and documents relating to the provision of services shall be granted to the state purchasing agency for review and monitoring. At its discretion, the state purchasing agency may observe activities conducted by the Provider.
- C.** Maintain for the term of the contract the system of evaluation developed by the state purchasing agency, including the use of evaluation tools and reporting forms. Corrective actions shall be taken by the Provider if deemed necessary in light of the monitoring and evaluation outcome.
- D.** Subcontractor(s) authorized by the state purchasing agency shall have the same monitoring and evaluation criteria of the contract. The Subcontractor's agreement shall clearly specify the monitoring and evaluation criteria as agreed upon by the state purchasing agency and Provider.
- E.** Monitoring may take place in a variety of locations, including the Provider's administrative office and the site(s) of service delivery. Site visits may be announced or unannounced.

## 2.3 General Requirements

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

The Provider shall demonstrate a thorough understanding of the purpose and scope of the services and programming, as well as the necessary skills and abilities to fully implement and maintain respective youth-oriented programs. See Section 2.4. B.5. for experience requirements.

### B. Secondary purchaser participation

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

### 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 single awards for each of the two (2) types of CBRs:

1. The OYS reserves the right to award a single island/county contract for each of the two (2) types of CBRs as specified in this Request or Proposals (RFP) for Community-Based Residential Services for Minor Youth. The purpose of the RFP is to solicit for the two (2) types of CBRs, ESH or TIS, with both types designated to be available on each of the five (5) geographic island/county locations of: O`ahu; Maui; Kaua`i; and the Big Island (East Hawai`i and West Hawai`i).
2. The Applicants with the highest ranked proposal for each CBRs ESH-type and/or each CBRs TIS-type contract at the five geographic island/county locations shall be considered for awards. Subcontracting will be allowed.
3. Applicants submitting proposals to provide service at the five (5) geographic island/county locations are limited to submit only one (1) proposal for each type of CBRs at each of the five (5) geographic locations, e.g., one ESH and/or one TIS on

O`ahu; or one ESH and/or one TIS on Maui, etc. Applicants may submit a proposal for each type of CBRS at one or more geographic locations, e.g., a single proposal submitted for the TIS-type of CBRS at the island/county of West Hawai`i and a single proposal submitted for the TIS-type at the Maui island/county geographic location.

**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)

**a. Contract terms:**

- a. Contract terms: The initial term of the one-and-a-half (1.5)-year contract shall commence on or after the contract start date on January 1, 2026 and continue through and including June 30, 2027. Services shall not begin until a contract has been fully executed by all parties, approved as to form by the Attorney General's Office, and/or a Notice to Proceed has been issued by the state purchasing agency, whichever is later.
  - b. There may be a possibility for the initial one-and-a-half (1.5)-year contract term to be extended for two (2) additional consecutive twenty-four (24)-month periods should funds become available. The conditions for extension shall be in writing and any extension shall be executed prior to the expiration of the initial one-and-a-half (1.5)-year contract term and prior to expiration of any subsequent contract extension term.
  - c. The maximum length of the contract shall be for a total of sixty-six (66) months or five-and-a-half (5.5) years, effective from January 1, 2026 through and including June 30, 2031.
2. The award of a contract and any allowed renewal or extension thereof is subject to allotments by the Director of Finance, State of Hawai`i, pursuant to Chapter 37, HRS, and subject to the appropriation and availability of funds for each and every fiscal year and the quality of program services.

## **2.4 Scope of Work**

**A. Service Activities:**

**CBRS**

The Applicant shall provide no more than a single proposal for each of the two (2) types of CBRS per each geographical island/county locale of O`ahu; Maui; Kaua`i; and the Big Island (East Hawai`i and West Hawai`i):

1. **ESH:**

Provide a safe and nurturing environment that allows minor youth to receive temporary sheltering and services to stabilize and, ideally, return to their home environment and family:

- a. Accept referrals for vulnerable at-risk minors from ages 10 to less than 18, for up to a thirty (30)-day stay at the 24/7 ESH that provides short-term sheltering and services, and to include referrals for additional therapy and services, as needed.
- b. The Provider and/or subcontractor(s) shall be licensed to house and service minor youth at the ESH.
- c. The residential placement model and services implemented by the Provider shall be provisionally authorized and insurable.
- d. Have or develop a written preliminary intake screening process and procedure for placement appropriateness, including consent forms for placement, terms, and conditions, and/or house rules to establish expectations for prospective young residents.
- e. Have validated, objective risk and needs assessments to identify service needs for referral for minor youth and family.
- f. Have or develop a written process and procedure for adherence to referral for placement priority, as described in Section 2.1.D.3.a. to e.:
  - 1) Youth referred by or exiting the OYS/HYCF.
  - 2) Youth referred by law enforcement agencies, such as county police departments or the Department of Law Enforcement.
  - 3) Youth referred by the Family Court (FC) Juvenile Probation.
  - 4) Youth referred by the state purchasing agency's community partners/service providers, Child Welfare Services.
  - 5) Youth self-referred and/or referred by family member(s).
- g. Have or develop a projected number of youth and types of youth targeted for service in each proposed region. See Section 2.1.D.2.a.1) to 3) for the ESH target population description.
- h. Have or develop standards and procedures to request a placement waiver for allowing critical emergency placement of an older young adult, ages 18 to less than 24, to reside temporarily at the ESH. The following conditions shall be strictly met for the waiver:
  - 1) No minor youth less than 18 years old and/or another young adult of the opposite gender occupies the subject ESH.
  - 2) Placement of the young adult does not violate the terms and conditions for placement at the ESH.



- 3) No minor youth, per placement priority listing in Section 2.1.D 3 a. to e., shall be pending placement admission before a young adult ages 18 to less than 24 may be considered for placement at the ESH.
- 4) Any notification and request for placement waiver shall be in writing and directed for initial review to the designated OYS Children and Youth Program Specialist (CYPS) as the assigned contract monitor. The official written request shall be on the requesting organization's letterhead and include details of the placement waiver need, the best time estimate, and duration of stay.

The waiver request shall be sent to the OYS Executive Director or designee, who shall review the request. Placement at the ESH may be allowed only with prior written authorization, either on the OYS letterhead or via OYS email notification directly from the Executive Director or designee.

- i. The maximum length of stay at the ESH is up to thirty (30) days.

## 2. **TIS:**

Provide a safe and nurturing living environment that allows minor youth in transition to build skills and experience to navigate the many challenges that they will face in real life re-entry back with custodial caretaker/parent(s) and family.

- a. Accept referrals for at-risk minor youth from ages 12 to less than 18, for up to a two-hundred seventy (270)-day or nine (9)-month stay at the TIS, including needs assessment and referrals for additional intensive therapy and services, as needed.
- b. The Provider and/or subcontractor(s) shall be licensed to house and service youth at the TIS.
- c. The residential placement model and services implemented by the Provider shall be provisionally authorized and insurable.
- d. Have or develop a written preliminary intake screening process and procedure for placement appropriateness, including consent forms for placement, terms, and conditions, and/or house rules to establish expectations for prospective young residents.
- e. Have validated, objective risk and needs assessments to identify service needs for referral for minor youth and family.
- f. Have or develop a written process and procedure for priority placement adherence, as also described in Section 2.1.D.3 a. to e.:
  - 1) Youth referred by or exiting the OYS/HYCF.

- 2) Youth referred by law enforcement agencies, such as county police departments and the Department of Law Enforcement.
  - 3) Youth referred by the Family Court (FC) Juvenile Probation.
  - 4) Youth referred by the state purchasing agency's community partners/service providers, Child Welfare Services.
  - 5) Youth self-referred and/or referred by family member(s).
- g. Have or develop a projected number of youth/young adults and types of youth/young adults targeted for service in each proposed region. See Section 2.1.D.2.b.1) to 3) for the TIS target population description.
- h. Have a list of referral services offered at the Provider's shelter to support the youth in skills development and behavior change, which provides needed accommodation referral to access the additional intensive care and services found elsewhere in the community. Services may include, but are not limited to, the following areas:
- 1) Social skills building.
  - 2) Cognitive behavioral training or similar methods for behavior change.
  - 3) Substance abuse addiction and prevention services.
  - 4) Positive peer relationship development.
  - 5) Leisure time management.
  - 6) Educational support.
- i. The maximum length of stay at the TIS program is up to one-hundred-eighty (180) days or six (6) months, with a possibility of extending up to an additional 90-days or a three (3)-month period for a total of two hundred seventy (270) days or six (6) months.

## **B. Management Requirements**

### **1. Personnel**

The Provider shall:

- a. Have written personnel policies covering selection of staff, salaries, fringe benefits, leaves, job descriptions, and minimum qualifications of each position. Staff salaries shall be sufficiently competitive to recruit and retain qualified staff.
- b. Maintain a plan for recruitment and retention of staff and maintain staffing level ratios that specifically address handling of vacancies and absences to keep the residential shelter services operational.
- c. Create and sustain an environment of wellness for staff that recognizes the effects of stress created from daily work.

- d. Ensure personnel have appropriate qualifications and necessary training to provide the proposed services and activities and demonstrate knowledge, capacity, skills, and experience in working with the target population, and be knowledgeable of youth development philosophy and strategies.
- e. Have a process to provide consistent and quality feedback and supervision to staff.
- f. Ensure that all its employees, prospective employees, volunteers and all its subcontractors' employees, prospective employees, and volunteers in positions that necessitate direct involvement or close proximity to youth do not have a criminal history or background that pose a risk to youths. The Provider shall conduct employment and reference checks on all of its employees, prospective employees, and volunteers. In addition, the Provider shall conduct criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance), as allowed or required by statutes or rules, for any person who is employed, may be employed, or volunteers in a position that necessitates close proximity to children or adolescents. The Provider shall maintain documentation of criminal history record checks in the employee, prospective employee, or volunteer's personnel file and shall make that documentation available for review upon request by the state purchasing agency. The Provider shall conduct criminal history record checks, except for the FBI fingerprint check, annually. If any check required by this paragraph:
  - 1) Reveals that an employee, prospective employee, or volunteer of the Provider or of a subcontractor has been convicted of an offense for which incarceration is a sentencing option, or
  - 2) Raises cause for concern that an employee, prospective employee, or volunteer of the Provider or of a subcontractor may pose a risk to the health, safety, or well-being of youth receiving direct services by that employee, prospective employee, or volunteer,

the Provider shall immediately notify the state purchasing agency orally and in writing and shall discuss the matter with the state purchasing agency. The Provider shall act accordingly, as specified by the state purchasing agency, to resolve the issue. To resolve the issue, the state purchasing agency may require the Provider or a subcontractor to refuse employment to an applicant for employment, terminate the employment of an employee, or terminate the services of a volunteer.

- g. Have policies that describe the grounds and circumstances for denial of employment or termination of current employees and volunteers who have been found to have convictions or pending charges upon completion of any criminal

history check or other investigation.

- h. Provide a detailed training plan of pre-service and in-service training with scheduled completion timelines and training topics. The training plan shall identify who will provide training and their qualification.
  - 1) The training plan shall provide comprehensive onboarding to ensure personnel are prepared to serve youth and families.
  - 2) The training plan shall be approved by the state purchasing agency prior to implementation.
  - 3) Training topics shall include, but not be limited to:
    - a) Understanding juvenile justice system history, background, and goals.
    - b) Policies and procedures regarding confidentiality, client rights, emergency procedures, grievances, record-keeping, and reporting child maltreatment.
    - c) Cardiopulmonary resuscitation and first aid.
    - d) De-escalation techniques and practices.
    - e) Recognition of side effects of substances and medication on youth.
    - f) Trauma informed care.
    - g) Suicide prevention/intervention.
    - h) Sexual abuse and prevention.
    - i) Prison Rape Elimination Act (PREA), as applicable.
  - 4) Personnel, subcontractors, and volunteers associated with the contract shall complete any specified annual training, as may be designated by the Department of Human Services.

## 2. Administrative

- a. The successful Applicant will be required to enter into a formal written contract with the state purchasing agency in accordance with the laws, rules, and regulations of the State of Hawaii. The RFP and the Provider's proposal shall be incorporated in the contract by reference.
- b. The stated requirements appearing elsewhere in this RFP shall become part of the terms and conditions of the resulting contract. Any deviations thereof must be specifically defined by the Provider in its proposal which, if successful, will become part of the contract.
- c. The funds available for this project are limited. The state purchasing agency reserves the right to contract for only those services which appear to be in the best interest of the state purchasing agency. Upon award, the state purchasing agency will forward the formal contract to the successful Provider for execution. The contract shall be signed by the successful Provider and returned, together with

required insurance documents (including indemnification), and other supporting documents, within ten (10) calendar days after receipt by the Provider, or within such further time as the state purchasing agency may allow.

- d. No such contract shall be binding upon the state purchasing agency until the contract has been fully and properly executed by all the parties thereto.
- e. Any work performed by the successful Provider prior to receipt of a Notice to Proceed shall be at the Provider's own risk and expense. The State of Hawaii and the state purchasing agency are not and will not be liable for any work, contract costs, expenses, or loss of profits or damages incurred by the successful Provider prior to the receipt of a Notice to Proceed.
- f. No supplemental contract shall be binding upon the state purchasing agency until the contract has been fully and properly executed by all parties thereto prior to the start date of contract. The Provider shall not provide any services until the contract or any supplemental contract is fully and properly executed.
- g. The Provider is required to meet with the state purchasing agency upon execution of the contract to discuss the implementation of the program and attend additional meetings to further define program elements after implementation.
- h. As applicable, the Provider shall 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.
- i. The Provider shall not utilize youth for any agency solicitation or political campaign purposes.
- j. The Provider shall not charge youth or their families any monetary amount for services.
- k. The Provider is responsible to purchase or lease all the necessary furniture and equipment needed to perform the services. Prior approval must be obtained from the state purchasing agency for the initial purchase of equipment, furniture, and supplies, which are required for the contract. Subsequent purchases of equipment above \$1,000.00 (that has a useful life of more than one year) shall require prior approval from the state purchasing agency. Upon termination of the contract, equipment and supplies purchased must be returned to the state purchasing agency.
- l. The Provider 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.

- m. Subcontracting arrangements may be allowed if the Provider is unable to provide components of the requested services directly. Copies of draft subcontract agreements shall be submitted as an attachment to the proposal. All subcontractors shall follow the pricing structure and all other requirements of this RFP.
- n. Memoranda of Agreements and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the state purchasing agency for review for appropriateness and relevancy.
- o. The state purchasing agency reserves the right to make modifications to the scope of the services and in the 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. Reasons for such modifications include, but are not limited to, the program's performance, availability of funds, cost of living adjustments, utilization rates, and shifting of community needs and priorities. Additionally, should funding be increased or decreased, the state purchasing agency reserves the right to add in additional or decrease funds at its discretion.
- p. The state purchasing agency reserves the right to cancel the contract without cause and to request new proposals for the work.

### **3. Quality assurance and evaluation specifications**

- a. The Provider shall engage youth and community in assessing needs and planning for programs.
- b. The Provider shall have a written plan and guidelines on the method and frequency in which they review, analyze, and interpret data and outcomes.
- c. The Provider shall analyze the intersection of outcomes and demographic data to identify areas of disparate treatment and inequalities.
- d. The Provider shall analyze the availability, access, and quality of services, to identify the impact of youth participation.
- e. The Provider shall modify their course of action based on findings from program data and analysis.
- f. The Provider shall maintain a data management system to monitor and evaluate program outcomes that include youth demographics, performance targets, and program effectiveness.

#### 4. **Output and performance/outcome measurements.**

The performance of the Provider will be measured by the reporting specifications described in Section 2.4 subsection B.7, Reporting requirements for program and fiscal data, and will also include data pertaining to, but not limited to, the following:

- a. Monthly data and “running” descriptive recap regarding:
  - 1) Source/agency or service utilized and:
    - a) Age/Gender, Ethnicity/Gender data of minor youth referred to respective CBRS.
    - b) Date and time data, based on minor youths entry into and departure from respective CBRS facility.
  - 2) Self-report survey of client’s rating of stay and of services received at respective CBRS.
  - 3) Data findings on final status and/or case closure for youth, such as:
    - a) Reunification with parent(s) or legal guardian(s)/custodian(s).
    - b) Successful goal planning and outcomes, i.e., minor youth approaching adulthood who are continuing onto higher education, seeking/resulting in appropriate employment, or entry to successful trade, etc.
    - c) Other positive and/or negative outcomes as related to respective CBRS.
    - d) The Applicant shall report 80% completion of surveys, based on client (minor youth)-report on surveys conducted on a regular basis.
  - 4) The Applicant shall report on significant outcomes obtained as a direct result of participation in services at respective CBRS:
    - a) Service delivery outcome or service capacity.
    - b) Satisfactory or unsatisfactory outreach and services provided to and reported by minor youth enrolled at CBRS.
    - c) Observation and visual reporting of significant outcomes/changes in behavior, attitudes/beliefs, knowledge of minor youth, and/or reported by staff and/or self-report by minor youth.
  - 5) The Provider may elicit and provide positive or negative stories/reports by minor youth as youth may become empowered, self-aware, and transition on to and reach higher personal goals.
- b. The state purchasing agency may further refine these reporting requirements based on evaluation proposal(s) awarded and reported service delivery. The Applicant may propose additional activity measures relevant to their proposed

program or service(s) that would support these reporting requirements and/or services.

## 5. Experience

The Applicant shall have a minimum of three (3) years' experience designing, implementing, managing, and evaluating responsive youth programs and services or conducting activities related to those proposed in response to this RFP. In addition, the Applicant shall demonstrate a thorough understanding of the purpose and scope of the RFP for Community-Based Residential Services for Minor Youth, as well as the necessary skills, abilities to fully implement and maintain the CBRS residential shelters and services programs.

Applicant shall demonstrate intimate knowledge of lived experience of the community they propose to serve, including but not limited to: the impact of poverty or discrimination on the community; knowledge of specific disparities documented in the community and how this may influence the structure of their programs or service(s); the ability to describe the community's practices, health and safety practices, positive identity/pride/resilience, and how their service(s) have been adapted to those norms.

The Applicant shall have a sustainability plan in relation to the proposed services that shall include, but not be limited to:

- a. Supplemental funding and/or in-kind (internal resources)
- b. Collaborative funding
- c. Collaborative partnerships
- d. Evaluation of performance measures (i.e., utilization of services, effectiveness, and program improvement.)

## 6. Coordination of services

The Applicant(s) may propose to work together with other prospective providers for the RFP for Community-Based Residential Services for Minor Youth. In view of limited funding, the Applicant may propose to partner and proactively provide collaborative contracting/subcontracting for each of the two (2) types of CBRS, i.e., for services and sheltering for the ESH or the TIS.

Coordination and cooperation amongst service agencies within the community to plan and implement programs for youth are essential. In working together, this ensures that youth have better access to limited resources and to scaled-down services in striving to meet their needs more effectively. The Applicant should describe how the proposed services are to be effectively coordinated to have respective and separate CBRS available throughout the contract period and the five (5) geographical



locations on O`ahu, Maui, Kaua`i, and East Hawai`i and West Hawai`i on the Big Island of Hawai`i.

## **7. Reporting requirements for program and fiscal data**

The Provider shall provide timely administrative, programmatic, and fiscal reports as follows (See also Section 2.4.B.4.a.):

### **a. Programmatic Reports:**

#### **1) Administrative Assurances Report (AAR):**

The AAR is due annually at the beginning of each budget period and assures that state and federal requirements are met, such as cross-checking data that the agency's administrative and line staff are aware of the following civil rights laws: prohibition of discrimination, and equal and equitable treatment. Submit the AAR prior to and within thirty (30) calendar days upon contract execution of the original contract period and annually prior to and within thirty (30) calendar days of contract execution of any supplemental contracts.

#### **2) Performance Plan Report (PPR):**

PPR is due at the beginning of original contract term, at the one-and-a-half (1.5)-year term, and at the beginning of 2<sup>nd</sup> contract term, to reflect any amendments, changes, or additions to service goals or number of youth served, as occurring and approved of by state purchasing agency. Submit the Performance Plan Report prior to and within thirty (30) calendar days upon contract execution of the original contract period and biannually or annually prior to and within thirty (30) calendar days of contract execution of any supplemental contracts.

#### **3) Performance Report (PR):**

Submit a three (3)-month quarterly PR, (OYS Form 10), within thirty (30) calendar days after the end of each quarter. The quarterly PR shall report progress on performance measures and outcomes. The quarterly PR shall also include data on youth demographics, such as age and gender, ethnicity and gender, and Limited English Proficiency activities/services provided on the Language Access Reporting Tool (LART), OYS Form 051.

### **b. Fiscal Forms and Reports**

- 1) Provide a contract budget before or within thirty (30) calendar days upon contract execution with allowable expenditures in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS, Cost Principles, Purchase of Health and Human Services. An annual contract budget shall be

submitted before or within thirty (30) calendar days from the beginning of each and every annual contract extension period.

- 2) Budget revisions are due any time as may be assessed as warranted, and prior to and no later than thirty (30) calendar days before the end of annual fiscal budget period and validates if meeting satisfactory line-item budgeting for services rendered.
- 3) Monthly invoice billings are due thirty (30) calendar days after the end of the month in which respective CBRS were provided to minor youth for the services provided in accordance with contracted services. The billings provide data validating services rendered to youth on an ongoing monthly basis, and to establish trending data/need for respective CBRS services. A final invoice is due forty-five days after the end of each annual budget period.
- 4) Submit a monthly expenditure report within thirty (30) calendar days after the end of the month in which services are provided and shall be submitted together with respective monthly invoices. A final expenditure report is due forty-five (45) calendar days after the end of each annual budget period, with respective final invoice.

Monthly Client List (MCL) should report on all or no clients served on a monthly basis, and which shall accompany the monthly invoice billing to substantiate data for: number of clients served or zero (-0-), if no clients served; origination of referrals; updated need assessment prompting additional referrals for services, during designated monthly period client served. MCLs contain confidential information and shall be submitted via USPS mail or hand-delivered to the OYS.

Note: At this time, all fiscal and programmatic reports shall be mailed via USPS or hand-delivered, to be date- and time-stamped as formally received by the OYS.

### **C. Facilities**

Provide a detailed description and full physical address of the location where services will be provided and demonstrate its adequacy in relation to the proposed services. Describe in detail and availability of and for each of the following to be provided at the service site/address, accompanied by copies of photos as attachments to the proposal:

1. Parking
2. Bathrooms and/or restroom facilities
3. Physical environment(s) and location wherein youth will reside including, but not limited to:
  - a. Sleeping room/space with beds and closets
  - b. Bathrooms/restrooms/shower
  - c. Kitchen and dining area
  - d. Living room area

- e. Study room or desk, with proper lighting.
- 4. Physical/office environment(s) and location wherein program staff meet and/or service minor youth clients and their families, including:
  - a. Office style
  - b. Outdoor physical space
  - c. Meeting room availability for staff and for clients.
  - d. Physical address, which shall be at an identified geographic location where services are rendered.
- 5. Facilities shall comply with the Americans with Disabilities Act (ADA) requirements:
  - a. The Applicant shall describe how the facilities meet applicable ADA requirements, including any special equipment(s) that may be required for the services.
  - b. If the Applicant is not able to be compliant with ADA requirements, explain what the course of action is, including a written explanation and timeline:
    - 1) In becoming compliant with ADA requirements; and
    - 2) In bringing facility up-to-standard and accessible at start of contract execution.
  - c. The state purchasing agency reserves the right to confirm and approve that the address(es) and facility/ties are adequate and meet ADA requirements in order to provide the proposed services to clients.

## **2.5 COMPENSATION AND METHOD OF PAYMENT**

### **A. Pricing Structure or pricing methodology to be used.**

Pricing structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the Provider for budgeted costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation. Additionally, the Provider shall service at least eighty percent (80%) of agreed upon number of youths identified in the target population to receive full payment. If the Provider does not meet the eighty percent (80%) threshold, payment may be adjusted accordingly.

The Provider shall be required to apply the Cost Principles on Purchase of Health and Human Services and other applicable federal cost principles and guidelines, as appropriate and as required by the source of funding.

### **B. Units of compensation and payment.**

☐ Applicable

- ☐ Fee for Service/Unit Pricing only  
☐ Base plus Fee for Service Pricing  
☒ Not Applicable

### **C. Compensation and Method of Payment**

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. Upon execution of contract, the Provider shall submit an annual contract budget within thirty (30) calendar days for approval of expenses anticipated for the delivery of services.
2. The Provider shall submit an original monthly invoice for expenditures actually incurred for the performance of the services required under the contract.
3. The Provider shall submit a monthly expenditure report with the monthly invoice within thirty (30) calendar days after the end of the month after services have been provided and expenses have been incurred. All expenditures reported by the Provider shall be subject to review by the state purchasing agency.
4. A final reconciliation between the amount paid to the Provider and the total expenditures reported will be done at the end of each annual contract budget period. Any amount due to the Provider shall be paid if all required reports and documents were submitted, reviewed, and accepted by the state purchasing agency.
5. Should the Provider fail to file any of the written program or expenditure reports with the state purchasing agency on or before the required dates, the state purchasing agency is authorized to withhold funds owed to the Provider until the reports are submitted, reviewed, and deemed acceptable.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

**Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section:**

|                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                    | Proposals shall be spiral bound (Total number of proposals: 1 original, 4 copies and 1 digital/electronic copy (PDF format) on a USB thumb drive are required. <b>Proposals not spiral bound (e.g., proposals submitted with binder clips, in 3-ring binders, or in folders) shall be rejected.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Form: SPOH-200                                                                                                                                                                     | Complete Proposal Application Identification Form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Form:<br>Attachment A                                                                                                                                                              | Proposal Application Checklist.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Form:<br>Attachment B                                                                                                                                                              | Applicants must include a Table of Contents with the Proposal Application. A sample format may be found in Section 5, Attachment B of this RFP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Form: SPOH-200A                                                                                                                                                                    | <p>The Proposal Application template (SPOH-200A) is available on the SPO website. However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items specified in the RFP.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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 should be omitted.</li> <li><input type="checkbox"/> Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through each section.</li> <li><input type="checkbox"/> <b><u>Do not exceed page number limits identified in each section.</u></b> Responses exceeding the page limit will not be considered and will not be scored.</li> <li><input type="checkbox"/> Font size must be 12-point; smaller text in figures, graphs, diagrams, and charts is acceptable if it is legible when viewed at 100% (digital copy). Ensure the font size of the digital copy complies with the font requirement; digital copies at a reduced size will be rejected.</li> <li><input type="checkbox"/> Single space must be used.</li> <li><input type="checkbox"/> <b><u>Proposal shall include tabs or dividers for each section and attachment.</u></b></li> <li><input type="checkbox"/> A written response is required for each item unless indicated otherwise. Failure to answer any of the items will impact the applicant's score.</li> <li><input type="checkbox"/> Graphs, charts, figures, and attachments are supporting evidence and may be referenced in the application only when a response/discussion is provided in the application. Addressing an item by solely referencing an Attachment or other visual evidence will be scored as "not addressed."</li> <li><input type="checkbox"/> Applicants are strongly encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.</li> </ul> |
| Attachments                                                                                                                                                                        | Include all attachments that are required in the RFP and referenced in the Proposal Application. All attachments must be ordered by letter (i.e., Attachment A, Attachment B) and tabbed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Proposals that do not follow one or more of the prescribed formats are subject to a 10-point deduction in the evaluation of proposal. See evaluation criteria in Section 5.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**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 (Not to exceed 2 pages)**

Applicant shall give a brief overview to orient evaluators as to the program/services being offered, and include:

The Applicant's philosophy (mission and vision) and service framework and describe how the framework reflects/relates to the state purchasing agency (OYS) philosophy regarding the delivery of services for youth and families. Identify the proposed program area for services (if more than one is identified in the RFP), description of goals and objectives, target population, and geographical location.

### **3.2 Experience and Capability (Not to exceed 10 pages)**

#### **A. Necessary Skills**

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

#### **B. Experience**

1. The Applicant shall demonstrate a minimum of three (3) years of experience in providing services to youth proposed in this RFP. If the Applicant intends to use sub-contractors, the experience of the identified subcontractors must also be included.
2. The Applicant shall demonstrate intimate knowledge of lived experience of the community they or subcontractors propose to serve. (See Section 2.4.B.5. for details and information).
3. If the Applicant does not meet the minimum experience requirements, the proposal shall be rejected pursuant to HAR §3-143-610.
4. The Applicant shall provide a description of current projects/contracts pertinent to the proposed services (previous projects/contracts may be considered if relevant).

The Applicant shall include points of contact, addresses, e-mail and/or telephone numbers, description of the youth population served, and the specific services provided that are directly relevant as proof of experience. The state purchasing agency reserves the right to contact references to verify experience. This is a verification of the information submitted by the application only.

5. The Applicant shall provide a sustainability plan that describes how the organization works to make programs and services more sustainable. This includes demonstrating a plan that enhances services through other funding opportunities, partnerships, and collaborations. Applicants proposing services that have multiple funding sources should identify the funding source(s), funding amount(s), and budget details in the cost proposal worksheet SPO-H-205. Further instructions are provided in Section 3.5, Financial.

### **C. Quality Assurance and Evaluation**

The Applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. The quality assurance plan shall indicate how the Applicant will monitor compliance with the terms of the agreement and adherence to internal policies and procedures. Describe how data management will be maintained to include periodic data quality checks for quality assurance. The evaluation plan shall address the effectiveness of program and service delivery and methods of corrective action.

### **D. Coordination of Services**

The Applicant shall demonstrate the capability to collaborate and coordinate services with other agencies and resources in the community related to the proposed services. Proposal shall address the following:

1. The existing and past activities that demonstrate the Applicant's capacity for working with other agencies and resources to provide effective services in the community or geographic area identified for services.
2. The coordinated efforts planned with other agencies, including public and private organizations in the community that address issues related to proposed services and youth in the juvenile justice system.
3. The incorporation of services for youth into the current range of programs offered by the Applicant.
4. Include how the needs of persons with limited English proficiency will be addressed.

The Applicant shall provide documentation of support and involvement with other agencies and the community for the proposed services through letters of support, Memorandums of Agreement, or Memorandums of Understanding with proposed

Proposal Application Instructions



partners or sub-contractors. The Applicant may provide past Memorandum of Agreements or Understanding as evidence of previous collaborative efforts.

## **E. Facilities**

The Applicant shall provide a physical address in the State of Hawaii with detailed description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Describe how the facilities meet ADA requirements, as applicable, and the special equipment that may be required for the services.

## **3.3 Project Organization and Staffing (Not to exceed 3 pages)**

### **A. Staffing**

#### **1. Proposed Staffing**

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 Section 2, Service Specifications, as applicable.)

#### **2. Staff Qualifications**

The Applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. Attach position descriptions and resumes for the Applicant's administrative position/staff (Director, Deputy, Chief Financial Officer, Program Administrator/Officer, and other similar positions), accounting, and program personnel. (Refer to the qualifications in Section 2, Service Specifications, as applicable.)

### **B. Project Organization**

#### **1. Supervision and Training**

The Applicant shall describe its ability to supervise, train, and provide administrative direction relative to the delivery of the proposed services. Attach training descriptions and/or training plan with required training topics, timeline of trainings, and trainers.

#### **2. Organization Chart**

The Applicant shall reflect the position of each staff and line of responsibility/supervision. Include position title, name, and **full-time equivalency (FTE)**. Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

### 3.4 Service Delivery (Not to exceed 20 pages)

- A. Applicant shall include a detailed discussion of the Applicant's approach to applicable service activities and management requirements from Section 2.4, Scope of Work, for the proposed services. Proposal shall include:
1. A summary of community needs and readiness, pertinent risk and protective factors, assets, and resources that relate to or address the proposed service delivery. Describe how the proposed services will meet the identified needs and impact the target population.
  2. Details of how the proposed work/service plan and service activities are consistent with the objectives, outcomes, principles of program delivery, and characteristics of effective programs. Identify evidence-based or best practice models and strategies to be used and the justification for selecting these models.
  3. A clear and concise work/service plan that clearly describes the flow of services to be provided to youth from program entry to program completion, including all service activities and tasks to be completed, related work assignments, responsibilities, and timelines/schedules. A schematic representation of the workflow may be included as an attachment to show further evidence.
  4. Description of how activities are age, gender, developmentally-appropriate for the target population.
  5. Description of how participants will be engaged and retained in the activities.
  6. Description of any assessment instruments and curriculums to be utilized in the service delivery of activities and specialized training required for staff to implement these tools, as applicable.
  7. Description of how the program activities will be measured in relation to their impact on change of behaviors, attitudes, and or skills of program participants.
  8. Description of how the program will be evaluated for effectiveness and impact on the target population.
  9. Besides the timely submission of all administrative reports, the Applicants shall include data collection that provides meaningful, useful assessment, and measurement in providing required and needed CBRS as in Section 2.4.B.4. The Applicant shall provide additional analysis and utilization of output, outcome/performance measurement, as requested for in this section, as well as provide any tables/forms inserted in the proposal, which shall become a part of the Proposal Application.
  10. Detailed evaluation and criteria reflecting Applicant's and/or Subcontractor's capacity to provide statewide CBRS.

Applicants should refer to Section 2.4., Scope of Work, for additional requirements and details to include in the proposal.

### 3.5 Financial (Not to exceed 1 page)

#### A. Pricing Structure

The Applicant shall submit a cost proposal utilizing the Cost Reimbursement pricing structure to cover service delivery invoice billings for the residential shelter and program services. The Applicant shall reference the Cost Principles for Health and Human Services (Chapter 103F, HRS) to determine allowable expenses by the State (refer to Section 1.2 for web address). The cost proposal shall be attached to the Proposal Application as specified:

1. Submit two (2) proposed annual budgets for each one of the following two (2) types of CBRS. Proposed budgets for the one-and-a-half year contract term include half year Budget Period 1, State FY 2026; and full year, Budget Period 2, State FY 2027, with maximum two-year contract award, as follows:
  - a. ESH of total funding for State FY Budget Periods 1 and 2:
    - 1) Half (1/2) year State FY 2026, effective from January 1, 2026 through June 30, 2026, in amount of \$112,500.00
    2. State FY 2027, effective from July 1, 2026, through June 30, 2027, in amount of \$225,000.00.
  - b. TIS of total funding for State FY Budget Periods 1 and 2:
    - 1) Full year State FY 2027, effective from January 1, 2026 through June 30, 2026, in amount of \$137,500.00
    - 2) State FY 2027, effective from July 1, 2026 through June 30, 2027, in amount of \$225,000.00.
  - c. Please refer to Section 2.1.F.1, Probable funding amounts, source of funds, and period of availability, page 2-4, for breakdown of allotted funds per five island/county geographic locations.
2. Utilize budget forms from the SPO website. All budget forms, instructions, and samples may be referenced and downloaded from the SPO website (refer to Section 1.2 for web address). The following forms shall be submitted:

#### **SPO-H-205 Budget**

Special Instructions for SPO-H-205: Applicants with additional funding for proposed services should utilize columns (a) through (d) as specified:

- a) Identify HMS-501-26-02 for budget request related to the proposed RFP.

- b) Items (b) to (d) identify other funding sources to enhance, leverage or supplement services from this RFP.

**SPO-H-206A** Personnel – Salaries & Wages

**SPO-H-206B** Personnel – Payroll Taxes and Fringe Benefits

**SPO-H-206C** Travel – Inter-Island

**SPO-H-206D** Travel – Out-of-State

**SPO-H-206E** Contractual Services-Administration

**SPO-H-206F** Contractual Services-Subcontracts

**SPO-H-206G** Depreciation

**SPO-H-206H** Program Activities

**SPO-H-206I** Equipment Purchases

If any one of the above forms is not applicable, please note “N/A” on the form. All proposed expenses shall be detailed and complete in the justification sections. Vague justifications such as “Program Activities to support proposed services” or no justification will impact the applicant’s evaluation score.

## **B. Other Financial Related Materials**

### **1. Accounting System**

To determine the adequacy of the Applicant’s accounting system as described under the administrative rules, the following documents are required as part of the Proposal Application:

- a. Latest Single Audit Report of Financial Audit. The Applicant should submit their latest audit report of their financial statements. If no audit was ever performed, then the Applicant should submit their last three years of IRS Form 990, Tax Return of Organization Exempt for Income Tax, including all schedules.
- b. Cost Allocation Plan, which demonstrates that the Applicant’s expenditures allocated are based on a plan that is reasonable, appropriate, and lawful.

### **2. Accounting Personnel**

- a. Applicant must state which staff positions are responsible for maintaining accounting records and fiscal reporting, and approximately the number of hours a week for this function.
- b. Applicant shall state which staff positions will be responsible for filing timely expenditure reports and invoices required by this RFP.
- c. Applicant shall describe what accounting qualifications are required for each of these positions if not detailed in the Proposal Application Section 3, Project Organization and Staffing.

### **3.6 Other**

#### **A. Litigation**

The 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

| <b><u>Evaluation Categories</u></b> | <b><u>Possible Points</u></b> |
|-------------------------------------|-------------------------------|
| <i>Administrative Requirements</i>  | N/A                           |
| <i>Proposal Application</i>         |                               |
| Program Overview                    | 0 points                      |
| Experience and Capability           | 15 points                     |
| Project Organization and Staffing   | 15 points                     |
| Service Delivery                    | 55 points                     |
| Financial                           | 15 points                     |
| <b>TOTAL POSSIBLE POINTS</b>        | <b>100 Points</b>             |

## 4.3 Evaluation Criteria

### A. Phase 1 - Evaluation of Proposal Requirements

#### 1. Administrative Requirements

- a. Proposal contains the Application Checklist.
- b. Proposal contains Certificate of Vendor Compliance (with compliant status). If the Applicant has not registered with Hawaii Compliance Express, the Applicant must provide alternate certificates as outlined in Section 1.9, Provider Compliance.

#### 2. Proposal Application Requirements

- a. Proposal Application Identification Form (Form SPOH-200)
- b. Table of Contents
- c. Program Overview
- d. Experience and Capability
- e. Project Organization and Staffing
- f. Service Delivery
- g. Financial (all required forms and documents)
- h. Program Specific Requirements (as applicable)

### B. Phase 2 - Evaluation of Proposal Application

Ensure that each section is answered completely and thoroughly. Each section shall be scored individually and separately from another section. Applicants are responsible to place the appropriate information in each section to be scored.

The RFP Review Committee shall use a five-point rating scale as shown in the table below. Responses for each section and criteria will be rated with scores ranging from 0=Not Addressed to 5=Excellent. Responses with criteria indicating YES/NO will be evaluated with two possible scores: 0=No and 5=Yes. The percentage for the rating score will be multiplied by the maximum number of points for that item. For example, if an item is worth 6 points and the reviewer rated it as a “3-Meets,” the score for that item would be 3.6 points ( $0.60 \times 6 = 3.6$ ).



**Evaluation Rating**

| Score | %             | Rating        | Evaluation Description                                                                                                                                                                                                                                     |
|-------|---------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0     | 0%<br>(0.0)   | Not Addressed | The response fails to meet minimum requirements/specifications. Information is missing or information cannot be found.                                                                                                                                     |
| 1     | 20%<br>(0.2)  | Unacceptable  | The response fails to demonstrate the Applicant's understanding of the requirements/specifications for the component specified or the ability to provide the service.                                                                                      |
| 2     | 40%<br>(0.4)  | Poor          | The response does not meet all specifications and requirements for the component specified, or it demonstrates minimum understanding of the requirements for the component specified. The Applicant appears to have restated the requirement from the RFP. |
| 3     | 60%<br>(0.6)  | Meets         | The response meets all specifications and requirements for the component specified. This is an adequate response.                                                                                                                                          |
| 4     | 80%<br>(0.8)  | Very Good     | The response meets all specifications and requirements for the components specified. The approach is comprehensive and complete in every detail. The response contains some innovative details for some of the components specified.                       |
| 5     | 100%<br>(1.0) | Excellent     | The response surpasses all specifications and requirements for the service component specified. The approach is comprehensive and complete in every detail. The response contains innovative details for all the components specified.                     |

**Evaluation Criteria**

|                                                                                                                                                                                                                                                          |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>1. Program Overview: (No Points)</b>                                                                                                                                                                                                                  | <b>POINTS</b> |
| <i>The intent is to give the Applicant an opportunity to orient evaluators as to the service(s) being offered in response to the RFP. The applicant shall highlight:</i>                                                                                 |               |
| <ul style="list-style-type: none"> <li>The Applicant's mission and vision.</li> </ul>                                                                                                                                                                    | N/A           |
| <ul style="list-style-type: none"> <li>Goals and objectives in relation to proposed service activities relative to the assessed needs and available resources of the target population and geographic region identified for service delivery.</li> </ul> |               |

| <b>2. Experience and Capability (15 Total Points)</b><br><i>The State will evaluate the Applicant's experience and capability relevant to the proposal, which shall include:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>POINTS</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>A. Necessary Skills</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |
| <ul style="list-style-type: none"> <li>Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. Subcontractors included (if applicable).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2             |
| <ul style="list-style-type: none"> <li>Demonstrated skills, abilities, and capacity to deliver proposed services in the identified geographic region for the target population.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2             |
| <b>B. Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |
| <ul style="list-style-type: none"> <li>Demonstrated a minimum of three (3) years' experience in service delivery to the target population as proposed in the RFP: HMS-501-26-02, and provided evidence of additional experience, as applicable to Section 2: The Applicant identified sub-contractor(s) and has clearly documented CBRS qualified experience and knowledge of the respective sub-contractor(s). The Applicant and/or sub-contractors has/have demonstrated intimate knowledge of lived experience of the community and the respective CBRS minor youth they proposed to serve. The Applicant has provided documented evidence of experience, such as funding awards, certificates, outcomes of subject projects, etc., in caring for/working with minor youth sheltered in respective CBRS program.</li> </ul> | 2             |
| <ul style="list-style-type: none"> <li>Sufficiency of sustainability plan to provide creative and collaborative approaches to enhance capacity, partnerships, funding and outcomes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1             |
| <b>C. Quality Assurance and Evaluation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |
| <ul style="list-style-type: none"> <li>Sufficiency of quality assurance and evaluation plan for the proposed services including methodology.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1             |
| <ul style="list-style-type: none"> <li>Sufficiency of evaluation plans to assess program implementation, fidelity to program model, minor youth participation, and success in the service program.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1             |
| <ul style="list-style-type: none"> <li>Data management plans demonstrate capacity to maintain, monitor, and evaluate program measures and outcomes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1             |
| <b>D. Coordination of Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |
| <ul style="list-style-type: none"> <li>Demonstrated capability of collaboration and coordination plans related to implementation of proposed services and activities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2             |

|                                                                                                                                                                                                                                                                                                                                                                                                          |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <ul style="list-style-type: none"> <li>Documented past Memorandum of Agreements/Understanding, and/or letters documenting ability to coordinate services with other agencies and resources.</li> <li>Documented support and involvement with other agencies and community for proposed services. Draft MOA/MOUs with proposed sub-contractors are clear and specific of planned deliverables.</li> </ul> | 1   |
| <b>E. Facilities</b>                                                                                                                                                                                                                                                                                                                                                                                     |     |
| <ul style="list-style-type: none"> <li>Demonstrated adequacy of a safe and trauma-informed physical environment for youth and families.</li> </ul>                                                                                                                                                                                                                                                       | 1   |
| <ul style="list-style-type: none"> <li>Facilities meet ADA requirements, as applicable. If no, demonstrated plans to comply with ADA requirements. (YES/NO)</li> </ul>                                                                                                                                                                                                                                   | 0.5 |
| <ul style="list-style-type: none"> <li>The facility's physical address is located in the proposed geographic location. If no address available, plans to secure and commence services by January 1, 2026, is clearly articulated. (YES/NO)</li> </ul>                                                                                                                                                    | 0.5 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>3. Project Organization and Staffing (15 Total Points)</b><br><i>The State will evaluate the Applicant's overall staffing approach and project organization that shall include:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>POINTS</b> |
| <b>A. Staffing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               |
| <ul style="list-style-type: none"> <li>The number of staff positions allocated to the project are appropriate and sufficient to ensure effective program service delivery.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2             |
| <ul style="list-style-type: none"> <li>Staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to ensure viability of the services.</li> <li>Demonstrates the ability to maintain a plan for recruitment and retention of staff and maintain staffing level ratios that specifically address handling vacancies and absences.</li> </ul>                                                                                                                                                                                                                                                              | 3             |
| <ul style="list-style-type: none"> <li>Proposed staff have the qualifications and experience necessary to administer and provide services. If proposed staff positions are vacant, the applicant identifies a plan for recruitment of qualified and experienced staff.</li> <li>Proposal includes resumes of key staff that list experience with related or similar services and targeted population.</li> <li>Job descriptions and minimum qualifications (including experience) for staff assigned to the program are appropriate for service delivery. Accounting personnel is evaluated in the Financial Section.</li> </ul> | 3             |
| <b>B. Project Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |
| <ul style="list-style-type: none"> <li>Demonstrates the ability to supervise and provide administrative direction to staff relative to the delivery of the proposed services.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         | 3             |

|                                                                                                                                                                                                                                                                      |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <ul style="list-style-type: none"> <li>• Demonstrates sufficiency of a training plan of pre-service and in-service training with scheduled completion timelines, training topics and trainers.</li> </ul>                                                            | 3 |
| <ul style="list-style-type: none"> <li>• The organization chart diagrams organization-wide and programmatic structure, functions, and staffing of the proposed organization and services. Staff assigned to this project clearly indicate FTE allocation.</li> </ul> | 1 |

| <b>4. Service Delivery (55 Total Points)</b><br><i>Evaluation criteria for this section will assess the Applicant's approach to the service activities and management requirements outlined in Section 2.4, Scope of Work and Section 3.4, Proposal Application Instructions.</i>                                                                                                        | <b>POINTS</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <ul style="list-style-type: none"> <li>• Comprehensive needs assessment engaged community and youth and includes information from reliable data sources to substantiate readiness.</li> </ul>                                                                                                                                                                                            | 6             |
| <ul style="list-style-type: none"> <li>• Describe the service activities in detail and consistent with the service framework and evidence-based or best practice approaches and strategies.</li> </ul>                                                                                                                                                                                   | 8             |
| <ul style="list-style-type: none"> <li>• Overall, the work/service plan clearly describes the flow of services to be provided from program entry to program completion. The work/service plan addresses the project goal, objectives, service activities, and tasks to be completed, including clarity in work assignments and responsibilities, and timelines and schedules.</li> </ul> | 10            |
| <ul style="list-style-type: none"> <li>• Service activities are age, gender, and developmentally appropriate for service delivery to target population.</li> </ul>                                                                                                                                                                                                                       | 6             |
| <ul style="list-style-type: none"> <li>• Planned services/activities demonstrate appropriate participant engagement and address efforts for participant retention.</li> </ul>                                                                                                                                                                                                            | 6             |
| <ul style="list-style-type: none"> <li>• Sample curriculum and materials provide evidence the planned activities and service delivery are based on effective practices.</li> </ul>                                                                                                                                                                                                       | 3             |
| <ul style="list-style-type: none"> <li>• Service activities support the service goals and established outcomes are expected to have changes in behaviors, attitude and or skills of participants.</li> </ul>                                                                                                                                                                             | 5             |
| <ul style="list-style-type: none"> <li>• Program design includes plans to assess the impact of the services and the process for modifying the program design based on the assessment.</li> </ul>                                                                                                                                                                                         | 4             |
| <ul style="list-style-type: none"> <li>• Project or Performance measures have been established. (YES/NO)</li> </ul>                                                                                                                                                                                                                                                                      | 2             |
| <ul style="list-style-type: none"> <li>• Provided or produced written plan for placement priority/housing and/or details of referrals for (additional) services.</li> </ul>                                                                                                                                                                                                              | 2             |

|                                                                                                                                                                                             |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <ul style="list-style-type: none"> <li>• Provided list of referral services that are offered to minor youth.</li> </ul>                                                                     | 1 |
| <ul style="list-style-type: none"> <li>• Provided progression and mapping of needed care and services from preliminary screening process, until exiting respective CBRS Program.</li> </ul> | 2 |

| <b>5. Financial (15 Total Points)</b>                                                                                                                                                                                                                                        | <b>POINTS</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>A. Pricing Structure</b>                                                                                                                                                                                                                                                  |               |
| <ul style="list-style-type: none"> <li>• Cost proposal fully supports the delivery of activities and services, as required by the RFP.</li> </ul>                                                                                                                            | 3             |
| <ul style="list-style-type: none"> <li>• Personnel costs are reasonable, justified, and comparable to similar positions in the community.</li> </ul>                                                                                                                         | 2             |
| <ul style="list-style-type: none"> <li>• Non-personnel costs are reasonable and adequately justified.</li> </ul>                                                                                                                                                             | 2             |
| <ul style="list-style-type: none"> <li>• Cost proposal follows the prescribed instructions (number of cost proposals per contract term, required forms).</li> </ul>                                                                                                          | 1             |
| <b>B. Other Financial Related Materials<sup>4</sup></b>                                                                                                                                                                                                                      |               |
| <i>Accounting System</i>                                                                                                                                                                                                                                                     |               |
| <ul style="list-style-type: none"> <li>• Adequacy of accounting system (evidence of valid tax clearance, recent audit, and cost allocation plan).</li> </ul>                                                                                                                 | 4             |
| <i>Accounting Personnel</i>                                                                                                                                                                                                                                                  |               |
| <ul style="list-style-type: none"> <li>• Positions and personnel responsible for fiscal operations and reporting are identified and qualified.</li> <li>• Staff responsible for maintaining accounting records and filing required fiscal reports are identified.</li> </ul> | 3             |

| <b>6. Other</b>                                                                                                                | <b>POINTS</b> |
|--------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Litigation</b>                                                                                                              |               |
| The Applicant disclosed and explained any pending litigation. No points awarded; this information is required in the proposal. | N/A           |

| 7. Automatic Deductions & Proposal Rejection                                                                                                                                          | POINTS     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Proposal Presentation &amp; Organization</b>                                                                                                                                       |            |
| Proposals that do not follow <b><u>one or more</u></b> of the prescribed formats identified in Section 3, Instructions, are subject to point deduction from the total overall points. | <b>-10</b> |
| <b>Proposal Rejection</b>                                                                                                                                                             |            |
| Proposals may be automatically rejected for any one or more reasons stated in Section 1.18, Rejection of Proposal.                                                                    | N/A        |

### 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**

(See individually posted attachment files: Attachments A,B,C  
posted 9/24/2025)

- A. Proposal Application Checklist
- B. Sample Table of Content
- C. Performance Plan (Form 4-1)