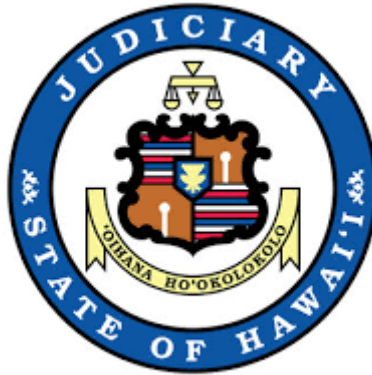




**The Judiciary
State of Hawaii**

**ADDENDUM NO. 2
Request for Proposals
RFP J28028
(RFP-J28028-CC2)**

**SHELTER SERVICES, SECOND CIRCUIT
THE JUDICIARY, STATE OF HAWAII
FOR THE PERIOD
JULY 1, 2027 – JUNE 30, 2029**

ADDENDUM NO. 2

DATE ISSUED: October 28, 2026

1. Replace RFP J28028, Section 2 – Service Specifications in its entirety to read as follows:

**2.0 SVC SPEC TITLE: Juvenile Client and Family Services
JCFSS-Shelter Services**

2.1 Introduction

A. Description of the goals of the service

The goal of the service is to assist juveniles to resolve various problems and conflicts, help them learn socially acceptable behaviors and function in the community as law-abiding citizens. Services should also be reflective of the court's balanced and restorative justice philosophy, and the guiding principles of the Juvenile Detention Alternative Initiative (JDAI). The goals of balanced and restorative justice are accountability, competency development, and public safety. JDAI principles are complementary in that they can help shape and guide jurisdiction's practice through collaboration and a continuum of services that are culturally competent, relevant and accessible to the youth they serve and reduce the reliance on unnecessary confinement in secured detention.

B. Description of the target population to be served

Juveniles between the ages of 12 to 17 years who are adjudicated or non-adjudicated for law violations and/or status offenses.

C. Geographic coverage of service

Second Circuit - Islands of Maui, Molokai, & Lanai

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

Probable funding amounts:

<u>FY 2028</u>	<u>FY 2029</u>	<u>FY 2030</u>	<u>FY 2031</u>
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Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

Funding source: State General Funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2027 to June 30, 2031, subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract which is for two (2) years.

2.2 General Requirements

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

1. Applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. Applicant must have demonstrated competence or qualifications to perform the required services and shall have a minimum of one-year experience in the provision of services.
3. Applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards and provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and proof of insurance coverage as applicable. Applicants must also demonstrate a commitment to comply with the Prison Rape Elimination Act (PREA) standards.
5. Applicant shall submit in a timely manner upon request by the Judiciary any additional information needed to make a decision on Applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. Applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, Proposal Application Checklist, for the website address).

B. Secondary purchaser participation (Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Multiple contracts may be awarded if such awards are deemed to be in the best interest of the Judiciary and will be based on the highest ranked proposals.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (< 2 yrs) ☒ Multi-term (> 2 yrs.)

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years, from July 1, 2027 to June 30, 2029. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2027 to June 30, 2031. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single-term contract will be awarded.

F. RFP contact persons

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions shall be submitted on the State of Hawaii eProcurement System (HiePRO) by the day and time specified in HiePRO and Section 1.1 (Procurement Timetable) of this RFP.

Buyer Information:

Judiciary Contracts & Purchasing Office
Kelly Kimura at (808) 538-5805
Kelly.Y.Kimura@courts.hawaii.gov

Specifications Contact Information:

Special Services Branch, Second Circuit
Alysha Stephenson at (808) 244-2772
Alysha.R.Stephenson@courts.hawaii.gov

2.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Services are requested for a temporary shelter for youth who require a safe, culturally sensitive, monitored living environment while awaiting return to their own homes, placement in a substitute home, treatment program, or alternative living arrangement.

1. Specific needs include, but are not limited to:
 - a. The ability to accept referrals within one (1) hour;
 - b. Accommodation of juveniles up to thirty (30) days, with the possibility of extensions;
 - c. A counseling component to address individual client needs as appropriate;
 - d. Transportation; education and medical needs.
 - e. Twenty-four (24) hour supervision by responsible adult staff at an appropriate level to minimize clients' unauthorized departure.
2. Family Court will retain sole authority to screen, determine admissibility, and to control placement.

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

1. Personnel

- a. Applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.
- b. Applicant shall conduct a State and Federal fingerprint- based criminal history record check as well as a Child Protective Services System Central Registry check for any person, including, but not

limited to any officer, employee, volunteer or subcontractor, who performs work or services which necessitates close proximity to or unsupervised access to vulnerable clients such as children, disabled, and/or the elderly. In addition, Applicant will conduct a search of the State and National Sex Offender Registries, <http://sexoffenders.ehawaii.gov> (State Sex Offender Registry) and the www.nsopr.gov (National Sex Offender Public Registry). The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Further, Applicant will ensure the continued suitability of any officer, employee, volunteer or subcontractor to work or provide services to vulnerable clients. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review. Applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders). Prior to commencing any work or services on the contract, Applicant shall ensure that any officer, employee, volunteer or subcontractor is suitable to be performing work or services in close proximity to or with unsupervised access to children, disabled, and/or elderly clients will be of reputable and responsible character and will not pose a risk to the health, safety, security, or well-being of clients, staff and the general public.

- c. Applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. Applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray.
- e. The staff and volunteers, if used by Applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.
- f. Applicant must have sufficient and relevant training and staff development.

2. Administrative

Applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program

content, and methods of service delivery.

3. Quality assurance and evaluation specifications

- a. Applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.
- c. Applicants shall agree, by contract, to be willing to undergo a program assessment and/or audit designed to assess applicant's implementation of effective practices in working with juvenile offenders. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.
- d. Applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two (2) years.
- f. Contract compliance may be monitored by conducting site visits and reviews without prior notice.

4. Output and performance/outcome measurements

- a. Output: Applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in Applicant's quarterly reports, culminating in a final unduplicated client count on Applicant's final report.
- b. Outcome: Applicant shall indicate measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

5. Reporting requirements for program and fiscal data

- a. Applicant shall submit written quarterly and year-end reports summarizing output and outcome data, performance

accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.

- b. Reports shall consist of a statement by Applicant relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by Applicant during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by Applicant, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, Applicant, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. Applicant shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of Applicant's overall effort towards meeting the program goals and objectives, to include information on the outcome(s) of quality improvement activities in which the program is engaged. Furthermore, the provider shall furnish any additional reports or information that the Judiciary may from time to time require or request.

6. Pricing or pricing methodology to be used:

Negotiated unit rate

7. Units of service and unit rate

Estimated number of units of service:

365 bed days per year