

State of Hawaii
Department of the Attorney General
Crime Prevention and Justice Assistance Division
Grants and Planning Branch



Request for Proposals

RFP Number: AG-CPJAD-VOCA-2016-VA Victims of Crime Act Victims Assistance Grant Program

Date Issued: March 8, 2017

Proposal Due Date: April 21, 2017

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.*

March 8, 2017

REQUEST FOR PROPOSALS

VICTIMS OF CRIME ACT VICTIM ASSISTANCE GRANT PROGRAM RFP Number AG-CPJAD-VOCA-2016-VA

The Department of the Attorney General (the “Department”), as the State Administering Agency for the federal Victims of Crime Act (VOCA) Victim Assistance Grant Program, is requesting proposals from qualified applicants to (1) create, improve, or enhance core victim services; and/or (2) develop, maintain, or expand innovative services to assist victims of crime.

The Federal Rules for the VOCA Victim Assistance Grant Program, 28 C.F.R. Part 94, defines “services” as those efforts that (1) respond to the emotional, psychological or physical needs of crime victims; (2) assist victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; or (4) restore a measure of security and safety for the victim.

The contract term will begin on or around July 1, 2017 and may extend through June 30, 2019. No extensions will be granted. Multiple contracts will be awarded under this request for proposals. Non-profit organizations and government agencies, or a combination of the two, are encouraged to apply.

Proposals shall be mailed, postmarked by the United States Postal Service, on or before April 21, 2017, and received no later than ten (10) days from the submittal deadline. Hand delivered proposals shall be delivered no later than 4:00 p.m. Hawaii Standard Time (“HST”), on April 21, 2017, at the drop-off site designated on the Proposal Mail-In and Delivery Information Sheet. Proposals postmarked or hand-delivered after the submittal deadline shall be rejected as late. There are no exceptions to this requirement.

All prospective applicants are encouraged to attend the Request for Proposal (“RFP”) orientation to be conducted by the Department on March 21, 2016 from 1:30 p.m. to 4:00 p.m. HST, at Leiopapa A Kamehameha Building, 235 South Beretania Street, Conference Room #302, Honolulu, Hawaii. If you are unable to attend the RFP orientation in person, the RFP orientation will also be available via GoToMeeting. Prospective applicants may register for the RFP orientation via GoToMeeting by emailing the RFP contact person no later than 1:00 p.m. HST on March 17, 2017.

The deadline for submission of written questions is 1:00 p.m. HST on March 24, 2017. All written questions will receive a written response from the Department on or about April 7, 2017.

Any inquiries and requests regarding this RFP should be directed to Ms. Calleen Ching, Branch Chief, Department of the Attorney General, at Leiopapa A Kamehameha Building, 235 South Beretania Street, Suite 401, Honolulu, Hawaii 96813, telephone: (808) 586-1054, fax (808) 586-1097, email: calleen.j.ching@hawaii.gov. Written inquiries and requests are preferred.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED:

One (1) original of the proposal and exhibits/attachments

AND

Four (4) copies of the proposal and exhibits/attachments

AND

**One (1) electronic copy of the proposal and exhibits/attachments
in Portable Document Format (PDF)**

AND

One (1) electronic copy of the proposal in Microsoft Word (.doc) format

The electronic copy of the proposal and exhibits/attachments in Portable Document Format (PDF) and the electronic copy of the proposal in Microsoft Word (.doc) format shall be transmitted on one or more compact disc(s). Each compact disc shall be labeled with the applicant's name, proposal title, RFP number, and the disc number (e.g., Disc 1 of 2, Disc 2 of 2). Electronic copies shall be capable of being read by a personal computer system running a Windows-based operating system. Further, the Microsoft Word (.doc) shall be capable of being read by Microsoft Word 2003. It is the applicant's responsibility to ensure that the electronic copies are capable of being read.

To be considered a complete proposal, the original, paper copies, and electronic copies of the proposal and exhibits/attachments shall be mailed or hand-delivered together.

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **APRIL 21, 2017** and received by the state purchasing agency no later than ten (10) days from the submittal deadline.

All Mail-Ins

Department of the Attorney General
Crime Prevention & Justice Assistance Division
235 South Beretania Street, Suite 401
Honolulu, Hawaii 96813

Department of the Attorney General,
Crime Prevention & Justice Assistance Division
RFP Coordinator

Calleen Ching
Telephone: (808) 586-1054
Facsimile: (808) 586-1097
E-mail: calleen.j.ching@hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **4:00 P.M., Hawaii Standard Time (HST), APRIL 21, 2017**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall *not* be accepted if received after 4:00 p.m., April 21, 2017.

Drop-off Site

Department of the Attorney General, Crime Prevention & Justice Assistance Division
235 South Beretania Street, Suite 401
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)	<u>March 8, 2017</u>
Distribution of RFP	<u>March 8, 2017 – April 21, 2017</u>
RFP orientation session	<u>March 21, 2017</u>
Closing date for submission of written questions for written responses	<u>March 24, 2017</u>
State purchasing agency's response to applicants' written questions	<u>April 7, 2017</u> <u>March 9, 2017 –</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>April 14, 2017</u>
Proposal submittal deadline	<u>April 21, 2017</u> <u>April 24, 2017 –</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>April 27, 2017</u>
Final revised proposals (optional)	<u>April 27, 2017</u>
Proposal evaluation period	<u>April 25- May, 2017</u>
Provider selection	<u>May 1 – 30, 2017</u> <u>May 31, 2017 –</u>
Notice of statement of findings and decision	<u>June 30, 2017</u>
Contract start date	<u>On or around July 1, 2017</u>

1.2 Website Reference

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

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (“HRS”) Chapter 103F and its administrative rules. All prospective 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 applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

**Department of the Attorney General
Crime Prevention & Justice Assistance Division, Grants & Planning Branch
235 South Beretania Street, Suite 401
Honolulu, Hawaii 96813
Telephone: (808) 586-1150
Facsimile: (808) 586-1097
<http://ag.hawaii.gov/cpja/>**

1.6 RFP Point-of-Contact

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

<p>Ms. Calleen Ching Email: calleen.j.ching@hawaii.gov (preferred) Telephone: (808) 586-1054</p>

1.7 Orientation

An orientation for applicants in reference to the request for proposals (“RFP”) will be held as follows:

Date: March 21, 2017 **Time:** 1:30 p.m. – 4:00 p.m. (HST)
Location: Leiopapa A Kamehameha Building, 235 South Beretania Street,
Conference Room #302, Honolulu, Hawaii

Applicants that are unable to attend the orientation in person may attend the meeting online via GoToMeeting. To register for the RFP orientation via GoToMeeting, email the RFP contact person no later than 1:00 p.m. HST on March 17, 2017.

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency’s discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency’s position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit questions to the RFP point-of-contact identified in Section 1.6. Written questions should be received by the date and time specified below. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: March 24, 2017 **Time:** 1:00 p.m. HST

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

Date: April 7, 2017

1.9 Submission of Proposals

- A. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in Section 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.
- 1. Proposal Application Identification (Form SPOH-200).** Provides applicant proposal identification.
 - 2. Proposal Application Checklist.** The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency.
 - 3. Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
 - 4. Proposal Application (Form SPOH-200A).** Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Provider Compliance (Non-Profit Organizations Only).** All non-profit organization providers shall comply with all laws governing entities doing business in the State.
- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Refer to Section 1.2, Website Reference for DOTAX and IRS website address.
 - **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of

wages, and safety. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.

- **Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. Refer to Section 1.2, Website Reference for DCCA website address.

Providers may register with Hawaii Compliance Express (HCE) for online compliance verification from the DOTAX, IRS, DLIR, and DCCA. There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to Section 1.2, Website Reference, for HCE's website address.

Providers not utilizing the HCE to demonstrate compliance shall provide paper certificates to the purchasing agency. All applications for applicable clearances are the responsibility of the providers. All certificates must be valid on the date it is received by the purchasing agency. The tax clearance certificate shall have an original green certified copy stamp and shall be valid for six months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six months from the date of issue. The DCCA certificate of good standing is valid for six months from date of issue.

- E. Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of 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:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number and format of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Faxed proposals and proposals transmitted via email are not permitted.

1.10 Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline.** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with Hawaii Administrative Rule ("HAR") §3-143-403.

1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.12 Additional Materials and Documentation

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

1.13 RFP Amendments

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

1.14 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's final revised proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award.

1.15 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State.

1.16 Costs for Proposal Preparation

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

1.17 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

are required

are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

1.18 Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

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

1.19 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. Refer to Section 1.2, Website Reference for website address.

Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a RFP issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: The Honorable Douglas S. Chin	Name: Shaleigh Tice
Title: Attorney General	Title: Branch Chief, CPJAD
Mailing/Business Address: 425 Queen Street Honolulu, Hawaii 96813	Mailing/Business Address: 235 South Beretania Street, Suite 401 Honolulu, Hawaii 96813

1.21 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

1.22 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

1.23 Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles as outlined on the SPO website. Refer to Section 1.2 Website Reference for website address. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

2.1 Introduction

A. Overview, purpose or need

The Victims of Crime Act of 1984, Public Law 98-473, as amended, and codified at 42 U.S.C. § 10601, et seq. (“VOCA”) established the Crime Victims Fund (the “Fund”) in the United States Department of Treasury to collect the fines assessed against federal criminals and serve as the funding source for carrying out all of the activities authorized by VOCA, including the VOCA Victim Assistance Grant Program (the “VOCA Grant”).

The primary purpose of the VOCA Grant is to support the provision of direct services to victims of crime.

The VOCA Grant is administered by the United States Department of Justice, Office of Justice Programs, Office for Victims of Crime (“OVC”). OVC makes annual grants from the Fund to states to support the provision of services to victims of crime. The State Administering Agency for the VOCA Grant in Hawaii is the Department of the Attorney General (the “Department”).

Historically, the Department received approximately \$2 million per fiscal year and used a conduit system to distribute the VOCA Grant funds throughout the state by subgranting the entire award (less the administrative funds) to the victim witness units in the county prosecutors’ offices and the State of Hawaii Department of Human Services (“DHS”).¹ The victim witness units in turn subgranted a portion of their funds to non-profit service providers in their respective counties.

In 2015, the Department received an estimated 400% increase in VOCA FY 2015 Grant funds, in the amount of \$8,995,706. For VOCA FY 2016 Grant funds, the Department received \$10,147,586. The Department will continue to use the conduit system to fund the services provided by the victim witness units in county prosecutors’ offices and its non-profit subgrantees in the amount of \$4,452,742 in FY 2016 VOCA Grant funds. After subtracting its administrative funds, the Department will use an open, competitive Request for Proposals (RFP) solicitation process to dispense the remaining unallocated funds to allow non-profit organizations and government agencies, or a combination of both, to apply directly to the Department for VOCA Grant funding to support the provision of direct services to victims of crime. The victim witness units of the county prosecutors’ offices are not eligible to apply for funding under this RFP.

¹ DHS has since terminated its subgrantee status with the Department.

B. History of planning activities for VOCA grant

In accordance with Hawaii Administrative Rule (“HAR”) §3-142-301, the Department completed planning activities in 2016 prior to making a decision on the type and amount of services to purchase for the VOCA grant.

Views of Service/Community Advocacy Organizations – HAR §3-142-301(a)(4)

To disburse the available funds in an open and transparent manner that was responsive to the needs of Hawaii’s communities, the Department sought to develop a funding strategy based on information collected from three sources:

- Survey responses from online survey of gaps and needs in the victim services community;
- Information briefing sessions held throughout the state; and
- Recommendations from a cross-section of the victim services community (the VOCA Advisory Group).

The Department conducted a short, online survey of the victim services community, completed in January 2016. The purpose of the survey was to obtain information on (1) the direct services provided organizations and agencies in Hawaii; (2) survey respondents’ perspectives on the gaps and needs in Hawaii’s victim services community; (3) survey respondents’ perspectives on barriers that victims face to obtain services; and (4) survey respondents’ perspectives on how the increase in funding could be best used to provide victims with needed services.

The Department held information briefings in November and December 2015 to directly engage with service providers and interested community members in each of the four counties. There were three objectives for the information briefings: (1) to inform the victim services community of the VOCA grant increase; (2) to notify interested parties when the VOCA Request for Proposals (“RFP”) will be available; and (3) to provide the community with an opportunity to be heard on the gaps and needs in crime victims services.

The Department convened the VOCA Advisory Group to engage key members of the victim services community to evaluate the possible funding priorities to respond to the gaps and needs faced by victim service providers. The members of the group consisted of representatives from federal, state, county, and coalition agencies that have knowledge and experience in victim services. The group was designed to be a cross-section of the victim services community. The VOCA Advisory Group suggested several additions to the definition of “underserved populations” for the purposes of the VOCA Grant.

While the Department took the information gathered from the online survey, information briefings and VOCA Advisory Group recommendations under

advisement, the priorities were ultimately decided upon by the Department. The Department continues to apply the priorities previously established to this RFP.

Request for Information – HAR § 3-142-202

The Department posted a Request for Information (“RFI”) on the State Procurement Office Procurement Notices System website on February 3, 2017 to gather information and to assist in the development of this RFP. The Department received one question pursuant to the RFI: what is the definition of “core victim services” in Section 2.1, C of the RFI. See also Section 2.4, Scope of Services, of this RFP. Specifically more details were requested for the meaning of the terms “advocacy,” “counseling,” and “transitional services.”

The Department’s response is that it will use as guidance in the rules for the VOCA Grant program found in 28 C.F.R. Part 94 (“VOCA Rules”), issued on July 8, 2016, 28 C.F.R. Part 94, and the 2015 DOJ Grants Financial Guide (“DOJ Guide”) (<https://www.justice.gov/ovw/file/892031/download>).

The Department does not have specific definitions for the terms in the core services list, including “advocacy, counseling and transitional services.” It uses the common definition of the words as used in the community. The Department will consider the *actual* service provided to the crime victim and the *benefit* of the service to the crime victim, as supported by evidence based and trauma informed or therapeutic standards; it will look behind the label of “advocacy, counseling and transitional services.” As an example, the service provided may be giving advice to help a crime victim determine what the victim wants and working with the victim for a plan on how to achieve these goals. The Department will evaluate what actions are taken to assist the victim and its impact on the victim. It will also consider other federal grant programs it administers and determine the similarity of services that are provided to victims under those programs. For instance, under the Violence Against Women Act, “counseling services/support group” includes individual or group counseling or support provided by a volunteer, peer or professional.

The planning activities information for the VOCA Grant may be obtained via email from the RFP Contact Person for this RFP.

C. Description of the service goals

The primary purpose of the VOCA Grant is to support the provision of services to victims of crime. The Department seeks projects and initiatives from eligible organizations to (1) create, improve, or enhance core victim services; and/or (2) develop, maintain or expand innovative services to assist victims of crime.

Definition of “Services”

The VOCA Rules define “direct services or services to victims of crime” as those efforts that “(1) Respond to the emotional, psychological and physical needs of

crime victims; (2) Assist victims of crime to stabilize their lives after victimization; (3) Assist victims to understand and participate in the criminal justice system; or (4) Restore a measure of security and safety for the victim.” Under 42 U.S.C. §10603(d)(2), the following are examples of direct services: (A) crisis intervention services; (B) providing, in an emergency, transportation to court, short-term child care services, and temporary housing and security measures; (C) assistance in participating in criminal justice proceedings; and (D) providing sexual assault forensic medical exams as requested by the crime victim and at no cost to the victim regardless if a police report is made.

A non-exhaustive list of core victim services and a description of the allowable services, activities, and costs are discussed in this RFP at Section 2.4, Scope of Work.

D. Description of the target population to be served

The primary purpose of the VOCA Grant is to support the provision of direct services to victims of crime. The VOCA Rules define a “victim of crime” or “crime victim” as *a person who has suffered physical, sexual, financial or emotional harm as a result of the commission of a crime.*

The definition does not require the crime victim to report the crime to any law enforcement agency in order to receive VOCA-funded services.

Although VOCA-funded programs in general cannot reimburse crime victims for expenses incurred as a result of a crime, victims are eligible for counseling, criminal justice advocacy, and other support services offered by VOCA-funded victim assistance programs.

The definition of crime victim or victim of crime includes federal crime victims, which is defined as (1) a victim of an offense that violates a federal criminal statute or regulation; or (2) a victim of an offense that occurs in an area where the federal government has jurisdiction.

E. Geographic coverage of service

The service areas for this RFP include Counties of Hawaii, Kauai, and Maui (including Molokai and Lanai), and the City and County of Honolulu in the State of Hawaii. Proposals shall address one or more of the above-stated counties.

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

Source of Funding

The funding available under this RFP is a combination VOCA Grant (CFDA No. 16.575) funding for FY 2015 and FY 2016.

Total Funding Available

A total of **\$6,581,669** in funding will be available:

- FY 2015 VOCA Grant: \$1,394,204
- FY 2016 VOCA Grant: \$5,187,465

Minimum and Maximum Funding Per Project

Project budgets shall be for a minimum of \$50,000 per year and a maximum of \$400,000 per year. No more than \$800,000 will be awarded per project for the two year grant period.

Availability Period

Applications for VOCA Grant funding under this RFP should start on or around July 1, 2017. VOCA funding may be requested for up to a 24-month contract period, but not to exceed June 30, 2019. The second year of the contract is subject to the program's satisfactory performance and the availability of funds.

G. Limitations on the VOCA Grant²

The following is a non-exhaustive list of services, activities, and costs that are not supported with VOCA Grant funds:

- Lobbying and administrative advocacy:
Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy, whether conducted directly or indirectly.
- Research and studies:
Research and studies, except as allowed under 28 CFR §94.121(j) of the VOCA Rules.
- Active investigation and prosecution of criminal activities:
The active investigation and prosecution of criminal activity, except for the provision of victim assistance services, including emotional support, advocacy and legal services to crime victims during such investigation and prosecution.
- Fundraising activities:
Any activity related to fundraising, except for fee-based or similar program income allowed by the Department.

² This non-exhaustive list above identifies services, activities, and costs that cannot be supported by the VOCA Grant; some of the identified expenses may be allowable under the VOCA Victim Compensation Program, which is *not* the subject of this RFP. The Department reserves the right to amend the non-exhaustive list in this section to reflect any changes in federal or state rules, regulations, or statutes.

- Capital expenses:
Capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction, except as specifically allowable under the VOCA Rules.
- Compensation for victims of crime:
Reimbursing crime victims for expenses incurred as a result of a crime, except as specifically allowable under the VOCA Rules.
- Medical care:
Medical care, except for forensic medical examination and emergency expenses allowed under the VOCA Rules, 28 C.F.R. §94.119.
- Salaries and expenses of management:
Salaries, benefits, fees, furniture, equipment and other expenses of executive directors, board members, and other administrators, except as may be specifically allowable under the VOCA Rules.

2.2. Contract Monitoring and Evaluation

Contracts are monitored and evaluated, at a minimum, by the Department. The criteria by which the performance of the contract will be monitored and evaluated are:

- Performance/Outcome Measures
- Output Measures
- Quality of Care/Quality of Services
- Financial Management
- Administrative Requirements

The applicant shall comply with the applicable provisions of VOCA Rules and the requirements of the most current edition of the Department of Justice Grants Financial Guide (“DOJ Financial Guide”), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of the VOCA funds received. In addition, the applicant shall develop and maintain fiscal, statistical, and administrative records pertaining to the services as specified by the Department.

2.3 General Requirements

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

1. VOCA Rules and State Guidance

- a. The applicant shall be operated by a public agency or a non-profit organization, and provide direct services to crime victims. A non-profit applicant, if awarded a contract under this RFP, shall certify that it is a non-profit organization eligible to receive federal funds.
- b. The applicant shall demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from non-federal sources.

The Department has determined that an applicant that is unable to demonstrate a record of providing effective services to crime victims may be eligible to receive VOCA funding if it can demonstrate that 30 percent (30%) of its financial support comes from non-federal sources.

- c. The applicant shall demonstrate that it is capable of providing matching contributions of 20 percent (20%) – cash or in-kind – of the total cost of each VOCA project, i.e., VOCA grant plus match, from non-federal sources. All funds designated as match funds are restricted to the same uses as the VOCA Grant funds and shall be expended within the grant period. Match shall be provided on a project-by-project basis. Further explanation on the 20% match requirement is provided in Section 2.3.A.4, Program Match Requirement – 20% of Total Project.
- d. The applicant shall use volunteers unless the Department determines there is a compelling reason to waive this requirement. A “compelling reason” may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars the use of volunteers for certain positions, or the inability to recruit volunteers after a sustained and aggressive recruitment effort.
- e. The applicant shall assist victims in applying for victim compensation benefits. The assistance may include but is not limited to identifying crime victims and advising them of the availability of such benefits, referring victims to organizations that can provide such assistance, and/or assisting such potential recipients with application forms and procedures.
- f. The applicant shall promote within the community served coordinated public and private efforts to aid crime victims. These efforts include but are

not limited to serving on federal, State and local groups to oversee and recommend improvements to community responses to crime victims, or developing written agreements or protocols for such responses.

- g. The applicant shall comply with the VOCA non-discrimination laws, which prohibit discrimination based on race, color, religion, national origin, handicap, or sex. The applicant shall, within the timetable established by the Department, maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability. In addition, the applicant shall permit reasonable access to books, documents, papers, and records to determine whether the applicant is complying with applicable civil rights laws. This requirement is waived when providing a service where soliciting the information may be inappropriate or offensive to the crime victim.
- h. The applicant shall abide by any additional eligibility or service criteria as established by the Department.
- i. The applicant shall provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- j. The applicant shall provide services to crime victims at no charge through the VOCA-funded project. Any deviation from this provision requires prior approval from the Department.
- k. The applicant shall reasonably protect the confidentiality and privacy of the person receiving VOCA funded services and shall not disclose, reveal, or release any personally identifiable information or individual client information, without the informed, written and reasonably time-limited consent of the individual. If the release of information is compelled by statute or court, the applicant shall make reasonable attempts to provide notice to the individual affected by the disclosure and take reasonable steps necessary to protect privacy and safety.
- l. Services are not dependent on the victim's immigration status.

2. Federal Requirements and Grant Conditions

- a. *DUNS number is required.* In accordance with the Federal Funding Accountability Act (FFATA) of 2006, all applicants shall have a DUNS (Data Universal Numbering System) number to be eligible for VOCA funds. Applicants that do not have a DUNS number should request one through the D&B D-U-N-S Request Service for U.S. Federal Government Contractors and Grantees (<http://fedgov.dnb.com/webform/displayHomePage.do>)

- b. *System for Award Management (SAM) is required.* All applicants applying for VOCA funds shall obtain and maintain a current registration in the System for Award Management (SAM) database. The SAM is the official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is no cost to registrants for registering on the SAM website (<https://www.sam.gov>). Check to see if your agency is already registered with the SAM. The DUNS number provided in your application must match the number in the SAM. **Note: Applicants shall update or renew their SAM registration annually to maintain an active status.**

3. State of Hawaii State Procurement Office (SPO) Requirements

- a. For proposals submitted by non-profit organizations: The applicant shall maintain insurance acceptable to the Department in full force and effect throughout the term of the contract. The policy or policies of insurance maintained by the applicant shall provide the following limit(s) and coverage:

COVERAGE	LIMITS
Commercial General Liability (occurrence form)	\$2,000,000 Combined single limit per occurrence for bodily injury and property damage.
Automobile, if applicable	Bodily injury: \$1,000,000/person \$1,000,000/occurrence
Professional Liability, if applicable	\$1,000,000/claim \$2,000,000 annual aggregate

- b. For proposals submitted by non-profit organizations: The applicant shall comply with the general conditions that will be imposed contractually. The general conditions that will be imposed contractually are on the SPO website.
- c. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services. Refer to the SPO website in Section 1.2, Website Reference.

4. Program Match Requirement – 20% of Total Project

The VOCA Grant requires a 20% match contribution (cash or in-kind) of the total project cost. The total project cost consists of the federal funds plus the agency match contribution. The purpose of the match contribution is to increase the amount of resources available to the projects supported by VOCA Grant funds.

The applicant shall demonstrate how it will satisfy the 20% match contribution (cash or in-kind) requirement set forth in the VOCA Rules, 28 C.F.R. §94.118.

All funds designated as match are restricted to the same uses as the VOCA Grant funds and shall be expended within the grant period. Matching contributions shall be derived from non-federal sources. Applicants shall not use federal funds as matching contributions.

In-kind matching contributions may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel, and any other skilled and unskilled labor, if the services they provide are an integral and necessary part of the project.

Example – 20% Match Calculation

An applicant requests \$200,000 in VOCA Grant funding for the period from July 1, 2017 through June 30, 2019. The applicant must provide \$50,000 from non-federal sources in matching contribution. That contribution must be expended by June 30, 2019. The matching contribution is calculated by dividing the total requested VOCA Grant funding by four:

VOCA Grant	=	\$ 200,000
<u>Matching Contribution</u>	=	\$ 50,000 (= \$200,000/4)
Total Project Cost	=	\$ 250,000

Verification of Matching Contribution = 20% of \$250,000 = \$50,000

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

Multiple proposals shall be **physically separate** proposals.

Applicants submitting multiple proposals shall **rank the priority** of the proposals.

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

Single Multiple **Single & Multiple**

Criteria for multiple awards:

The award decisions will be based on competition and the advantage to the State. The proposals will be reviewed in accordance with the requirements detailed in Section 2.4, Scope of Work, and Section 3, Proposal Application Instructions.

In addition, Section 2.4, Scope of Work, and Section 3, Proposal Application Instructions, detail how an applicant may request consideration for additional points based on services rendered to victims from underserved populations, eligibility for the set aside for services rendered to victims of child abuse, and eligibility for the set aside for services rendered to victims residing in the Counties of Hawaii, Kauai, and Maui.

E. Single or multi-term contracts to be awarded

(Refer to HAR §3-149-302)

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

Contract terms:

- Initial Term of Contract: Up to a 24-month period, but not to exceed June 30, 2019. (The initial period shall start on or around July 1, 2017.)
- **Number of possible extensions: None**
- Maximum length of contract: up to 24-months, but not to exceed June 30, 2019.

2.4 Scope of Work

The primary purpose of the VOCA Grant is to support the provision of direct services to victims of crime by eligible entities.

The Department seeks projects and initiatives from eligible organizations to (1) create, improve, or enhance core victim services; and/or (2) develop, maintain, or expand innovative services to assist victims of crime.

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

1. VOCA Priority Areas

Under the VOCA Rules, a minimum of 10% of the total grant award to the state will be allocated to each of the following priority areas: (1) sexual assault; (2) domestic violence; (3) child abuse; and (4) victims of violent crime who are members of an underserved population (collectively, the “10% thresholds”).

The Department is obligated to ensure that the 10% thresholds will be met. Funding decisions will be made based on proposal scores and the need to ensure that the 10% thresholds are met.

Because the 10% threshold is the Department’s obligation, **an applicant is not required to take into account the priority areas in designing the proposal’s projects or initiatives.** The proposal’s projects or initiatives may address one or more of the priority areas or none of the priority areas.

Underserved Populations

The VOCA Grant provides State Administering Agencies with the discretion to define “underserved populations” to reflect the needs of its respective states. The populations designed as “underserved populations” for the purposes of this RFP are listed in Section 2.4.A.5.

A proposal may address one or more of these underserved populations.

2. Definitions of “Services” and Examples of “Core Victim Services”

The primary purpose of the VOCA Grant is to support the provision of direct services to victims of crime.

The applicant shall demonstrate that the proposal provides direct services to crime victims. The VOCA Federal Program Guidelines defines “services” as those efforts that:

- Respond to the emotional and physical needs of crime victims;
- Assist primary and secondary victims of crime to stabilize their lives after a victimization;
- Assist victims to understand and participate in the criminal justice system; and
- Provide victims of crime with a measure of safety and security, such as boarding-up broken windows and replacing/repairing locks.

In addition, under 42 U.S.C. §10603(d)(2), the following are examples of direct services: (A) crises intervention services; (B) providing, in an emergency, transportation to court, short-term child care services, and temporary housing and security measures; (C) assistance in participating in criminal justice proceedings; and (D) providing sexual assault forensic medical exams as requested by the crime victim and at no cost to the victim regardless if a police report is made.

The services provided by VOCA Grant funded projects shall be provided to crime victims at no charge.

The following is a non-exhaustive list of services, which may be considered “core victim services”: advocacy; case management; counseling; crisis response; legal assistance and advocacy; shelter; and transitional services.

3. All Services, Activities and Costs Funded by the VOCA Grant Are Required to Comply With Allowable Costs under the VOCA Rules and DOJ Financial Guide

All services and activities proposed by the applicant and all costs incurred by VOCA-funded projects are required to comply with the allowable costs under the VOCA Rules and the DOJ Financial Guide. VOCA Grant funds cannot be used to support services, activities, and costs that are not allowable, including but not limited to the items listed in Section 2.1.G, Limitations on the VOCA Grant.

The following is a non-exhaustive list of services, activities, and costs that are allowable and eligible for support with VOCA Grant funds:³

- a. Immediate emotional, psychological and physical health and safety:
 - Crisis intervention services;
 - Accompaniment to hospitals for medical examinations;
 - Hotline counseling;
 - Safety planning;
 - Emergency food, clothing, transportation, and shelter;
 - Short-term⁵ in-home care for victims who remain in their homes when the offender is removed;

³ See 28 C.F.R. §94.119 for more specific examples of allowable costs.

- Short term⁴ nursing home, adult foster care or group-home placement for victims for whom no other safe, short-term residence is available;
 - Window, door, or lock replacement or repair and other repairs necessary to ensure the victim's safety;
 - Immediate medical costs when health insurance is not readily available to quickly meet the emergency needs of the victim, including medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment such as wheelchairs, crutches, hearing aids, eyeglasses, and other healthcare items;
 - Emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights;
- b. Personal advocacy and emotional support:
- Working with a victim to assess the impact of the crime;
 - Identification of victim's needs, identification of resources available to the victim, and provision of information, referrals, advocacy;
 - Case management;
 - Management of practical problems created by the victimization;
 - Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga), if these costs serve a programmatic purpose and are supported by evidence based and trauma informed or therapeutic standards;⁵
- c. Mental health counseling: outpatient therapy/counseling directly related to the victimization, including substance-abuse treatment, provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered;

⁴ "Short-term" for home care and nursing home, adult foster or group-home care is defined in 28 C.F.R. §119(a)(7) as up to 45 days

⁵ Note that costs for these services are required to comply with the DOJ Financial Guide, Section 3.13 which states "(e)ntertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency."

- d. Peer-support: activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support;
- e. Facilitation of participation in criminal justice and other public proceedings arising from the crime:
 - Advocacy on behalf of a victim;
 - Accompanying a victim to offices and court;
 - Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding;
 - Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency;
 - Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding;
 - Notification to victims regarding key proceeding dates;
 - Assistance in recovering property that was retained as evidence;
 - Assistance with restitution advocacy on behalf of crime victims;
- f. Legal assistance, other than criminal prosecution and defense and tort actions, where reasonable and where the need for such services arises as a direct result of the victimization;
- g. Forensic medical evidence collection examinations to the extent that other funding sources, such as State appropriations, are insufficient;
- h. Forensic interviews, provided the following requirements are met:
 - Results of the interviews will used not only for law enforcement and prosecution purposes, but also for identification of needs, such as social services, personal advocacy, case management, substance abuse treatment, and mental health services;
 - Interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center;
 - The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.

- i. Transportation of victims to receive services and to participate in criminal justice proceedings;
- j. Public awareness and education presentations, including development of presentation materials, public service announcements in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with or refer them to services and assistance;
- k. Transitional housing, including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling;
- l. Relocation: reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

VOCA Grant funds may also be used to support activities related to providing direct services. Those costs include, but are not limited to the following:

- a. Coordination of activities, including crisis response teams, multidisciplinary teams, coalitions to support and assist victims, and the salaries and expenses of the coordinators;
- b. Supervision of direct service providers;
- c. Multi-system, interagency, multi-disciplinary response to crime victim needs. These are activities that support a coordinated and comprehensive response to crime victim needs, including but not limited to, payment and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to federal crime victims, and participation on State or local task forces, work groups, and committees to develop protocols and interagency and other work agreements
- d. Contracts for professional services, such as psychological/psychiatric consultation, legal services, and interpreters, not to exceed a reasonable market rate, that are not available in-house;
- e. Automated systems and technology that support delivery of direct services, including procurement such as automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment and victim notification systems, and procurement of personnel, hardware, and other items, subject to the DOJ Financial Guide and relevant laws relating to acquisition, use and disposition of property purchased with federal funds. The Department will

consider the following factors described in the VOCA Rules and other considerations in allowing such systems and technology:

- Whether the procurement will enhance direct victim services;
 - How any acquisition will be integrated into and/or enhance the program's current system;
 - The cost of installation;
 - The cost of training staff to use the system or technology; and
 - How additional costs relating to such acquisition will be supported;
- f. Volunteer training on how to provide direct services when such services are primarily provided by volunteers; and
- g. Restorative justice, including activities that support crime victims meeting with perpetrators where there is a demonstrated beneficial or therapeutic value to victims, subject to review and approval by the Department.⁶

VOCA Grant funds may also support administrative cost if they are directly related to providing direct services to victims. These costs include but are not limited to the following⁷:

- a. Personnel costs that are directly related to providing direct services and supporting activities, including staff and coordinator salaries and fringe benefits and a prorated share of liability insurance;
- b. Skills training for staff, exclusively for developing skills for direct service providers so they are better able to provide quality direct services, including manuals, books videoconferencing, electronic training resources and other materials and resources related to training;
- c. Training related travel for paid direct service staff, in and out of State, including meals, lodging and registration fees;
- d. Organization expenses that are necessary and essential to providing direct services and other allowable victim services, including prorated rent, utilities, local travel for VOCA staff, required minor building adaptations necessary to meet the standards of the Department of Justice in implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims;

⁶ The considerations listed in 28 C.F.R. §94.120 are required to be addressed if the applicant is requesting these services for VOCA funding.

⁷ For more examples of these administrative costs refer to 28 C.F.R. §94.121.

- e. Equipment and furniture that facilitate the delivery of direct services, on prorated basis if the item is not used exclusively for victim-related activity, including mobile communication devices, telephones, braille and TTY/TTD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms and children's play areas;
- f. Operating costs, including but not limited to:
 - Supplies;
 - Equipment use fees;
 - Property insurance;
 - Printing, photocopying and postage;
 - Courier service;
 - Brochures that describe available services;
 - Books and other victim-related materials;
 - Computer backup files/tapes and storage;
 - Security systems;
 - Design and maintenance of websites and social media; and
 - Essential communication service, such as web hosts and mobile device services.
- g. Administrative time for VOCA funded staff, including time spent on performing the following:
 - Completing VOCA required time and attendance sheets and programmatic documentation, reports and statistics;
 - Collecting and maintaining crime victims' records;
 - Conducting victim satisfaction surveys and needs assessments to improve victims services delivery in the project;
 - Funding the prorated share of audit costs.
- h. Leasing or purchasing vehicles, provided that the following Department requirements are met:

- That public or other transportation are not practical;
 - Use of the vehicle is limited to transportation of victims;
 - The applicant has a method of documenting the use of the vehicle by staff, date, time, beginning and end destinations traveled, and mileage per trip; and
 - Other information as required by the Department;
- i. Maintenance, repair or replacement of essential items that contribute to a healthy or safe environment for victims;
- j. Project evaluations to determine project effectiveness.

4. Indirect Costs

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Such costs are generally identified with the organization's overall operation and are further described in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements"). The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of indirect costs.

For more information on the Part 200 Uniform Requirements, see 2 C.F.R. §200.414 and the DOJ Financial Guidelines §3-11.

For the purposes of this RFP, applicants may be permitted an allocation in their budget for indirect costs under one of the following:

- a. Applicant has a federally approved indirect cost rate agreement

If the applicant has a federally approved indirect cost rate agreement in place, the applicant may include an allocation for indirect costs. Applicants are required to provide a copy of their federally approved indirect cost rate agreement.

- b. Applicant does not have a federally approved indirect cost rate agreement

If the applicant does not have a federally approved indirect cost rate, the applicant may include a 10% de minimis rate; §2 CFR 200.414(f) provides for this type of rate:

Any non-Federal entity that has never received a negotiated indirect cost rate, (except for those non-Federal entities described in Appendix VII to Part 200 — States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in §200.403, Factors Affecting Allowability of Costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

According to §200.68, MTDC is composed of the following:

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Note: If a 10% de minimis rate is to be used by the applicant, a breakdown of the applicant's MTDC is required to be submitted with the proposed budget.

5. Prioritization of Services Provided to Underserved Populations

The Department will give priority to proposals providing services to victims in underserved populations through the awarding of additional points to the proposals during the proposal evaluation process.

The following are populations that the Department has designated as “underserved populations” for the purpose of this RFP:

- Victims with Disabilities
- Elderly Victims
- Victims of Sex Trafficking

- Immigrant Victims and Victims with Limited English Proficiency
- Lesbian, Gay, Bisexual, Transgendered, Queer and Questioning (“LGBTQQ”) Victims
- Victims of Violent Property Crimes
- Victims Residing in Rural or Geographically Isolated Areas⁸
- Survivors of Homicide and Negligent Homicide Victims
- Tourist/Visitor Victims

The underserved populations stated above encompass a variety of considerations – demographic type, crime/victimization type, and geography. As a result, there are different requirements (detailed below) to demonstrate that a proposal is entitled to prioritization through the awarding of additional points.

Additional points shall not be awarded if the proposal’s services consist of only the provision of information and referrals.

To obtain full points for service(s) provided to underserved populations, a proposal shall satisfy the requirements applicable to the target population, as detailed below:

a. Underserved Populations Defined by Demographic Type

- i. The following underserved populations are underserved populations defined by demographic type:
 - Victims with Disabilities
 - Elderly Victims
 - Immigrant Victims and Victims with Limited English Proficiency
 - LGBTQQ Victims

⁸ The following geographic areas were designated by the Department to be “rural or geographically isolated areas”:

- Any or all census tracts located in the County of Kauai;
- Any or all census tracts located in the County of Hawaii;
- Any or all census tracts located on the island of Molokai;
- Any or all census tracts located on the island of Lanai; and
- The following census tracts in the County of Maui: 301 (East Maui), 320 (Maalaea, Olowalu, and Laniopoko), 302.01 (Pauwela), and 303.01 (Kula).

- Tourist/Visitor Victims

Members of these underserved populations may be victims of a variety of crime types and may live in any geographic area in the state (with the exception of tourist/visitor victims, who may reside outside the state).

ii. **An applicant seeking additional points on the basis of the services provided to an underserved population defined by demographic type shall satisfy all of the following requirements:**

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is applying for additional points on the basis of providing services to victims from underserved population(s) and (2) explicitly identify the underserved population(s) being addressed by the proposal's project(s) or initiative(s);
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to crime victims from the target underserved population(s);
- Throughout the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the "Target Population and Number of Individuals to be Served Identified" the applicant shall demonstrate that at least 40% of the total number of victims served by the applicant in the previous calendar year were members of the target underserved population(s), or at least 40% of the anticipated number of victims to be served by the proposal's projects and initiatives will be members of the target underserved population(s); and
- Throughout the Service Delivery, Part II, section of the proposal the applicant shall demonstrate that the services provided are effective and tailored to the unique needs of the target underserved population(s).

iii. The applicant shall do more than merely provide information and referral to the members of the target underserved population; rather, the applicant shall provide direct services to the target underserved population(s).

b. Underserved Populations Defined by Geography

- i. Victims residing in rural or geographically isolated areas are an underserved population defined by geography. *See* Footnote 9. Members of these underserved populations may belong to any racial, ethnic, or demographic group, and may be victims of a variety of crimes.
- ii. **An applicant seeking additional points on the basis of the services provided to an underserved population defined by geography shall satisfy all of the following requirements:**
 - In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is applying for additional points on the basis of providing services to victims from underserved population(s) and (2) explicitly identify the underserved population(s) being addressed by the proposal's project(s) or initiative(s);
 - Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to crime victims from the target underserved population(s);
 - Throughout the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the "Target Population and Number of Individuals to be Served Identified" the applicant shall demonstrate that at least 40% of the total number of victims served by the applicant in the previous calendar year were members of the target underserved population(s), or at least 40% of the anticipated number of victims to be served by the proposal's projects and initiatives will be members of the target underserved population(s); and
 - Throughout the Service Delivery, Part II, section of the proposal the applicant shall demonstrate that the services provided are effective and tailored to the unique needs of the target underserved population(s). The applicant shall show that providing direct services to victims residing in the target geographic area mitigates the problems encountered when obtaining or attempting to obtain crime victim services.
- iii. The applicant shall do more than merely provide information and referral to the members of the target underserved population; rather, the applicant shall provide direct services to the target underserved population(s).

c. **Underserved Populations Defined by Crime/Victimization Type**

i. The following underserved populations are underserved populations defined by crime/victimization type:

- Victims of Sex Trafficking
- Victims of Violent Property Crimes
- Survivors of Homicide and Negligent Homicide Victims

Members of these underserved populations may belong to any racial, ethnic, or demographic group, and may reside in any geographic area in the state.

ii. **An applicant seeking additional points on the basis of the services provided to an underserved population defined by crime/victimization type shall satisfy all of the following requirements:**

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is applying for additional points on the basis of providing services to victims from underserved population(s) and (2) explicitly identify the underserved population(s) being addressed by the proposal's project(s) or initiative(s);
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to crime victims from the target underserved population(s);
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the "Target Population and Number of Individuals to be Served Identified," the applicant shall demonstrate that at least 40% of the total number of victims served by the applicant in the previous calendar year were members of the target underserved population(s), or at least 40% of the anticipated number of victims to be served by the proposal's projects and initiatives will be members of the target underserved population(s); and
- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are

effective and tailored to the unique needs of the target underserved population(s) to address the problems, issues, and consequences sustained by a victim that arise as a direct result of the specified victimization/crime type (e.g., sex trafficking, violent property crimes, homicide/negligent homicide).

- iii. The applicant shall do more than merely provide information and referral to the members of the target underserved population(s); rather the applicant shall provide direct services to the target underserved population(s).

6. Set Aside for Services Provided to Victims of Child Abuse (the “child abuse set aside”)

The Department has set aside \$600,000 for projects and/or initiatives to provide services to victims of child abuse.

a. Definition of Victims of Child Abuse

For purposes of this RFP, victims of child abuse have been defined as **children (i.e., 17 years old or younger)** who have been **physically, sexually or emotionally abused or neglected**, been victims of child pornography-related offenses or commercial sexual exploitation, bullying or exposed to violence. It also includes child abuse as defined in Hawaii’s child abuse statute, H.R.S. §350-1⁹.

b. **An applicant seeking consideration for the child abuse set aside shall satisfy all of the following requirements:**

- In the first paragraph of the Program Overview section of the proposal, the applicant shall clearly indicate it is seeking consideration for the child abuse set aside, specifying the type of abused children it will serve: children who are physically, sexually, emotionally abused or neglected; been victims of child pornography-related offenses or commercial sexual exploitation, bullying and/or exposed to violence;
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to victims of child abuse;
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the “Target Population and Number of

⁹ To qualify for payment by VOCA funds under the child abuse set aside, services must be rendered to the victim of child abuse before the victim’s 18th birthday. The Department will not consider services rendered to a victim of child abuse after the victim’s 18th birthday to be services payable under the child abuse set aside, even if the course of treatment/services began prior to the victim’s 18th birthday.

Individuals to be Served Identified,” the applicant shall demonstrate that 100% of the total number of victims served by the applicant in the previous calendar year were victims of child abuse or 100% of the anticipated number of victims to be served by the proposal’s projects and initiatives will be victims of child abuse; and

- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are effective and tailored to the unique needs of child abuse victims.
- c. The Department is obligated to ensure that the 10% thresholds for priority areas are met. The purpose of this set aside is to ensure that the Department satisfies the grant requirement that 10% of the total grant is allocated to services for victims of child abuse.

In the event that the Department does not award a project under the child abuse set-aside, the set aside amount will be made available to fund other proposals submitted under this RFP.

- d. The \$600,000 set aside does not serve as a cap on funding available to programs and initiatives serving child abuse victims; the Department may award more than \$600,000 in aggregate to proposals serving child abuse victims, depending upon the scoring of proposals during the proposal evaluation process, the amount of available funds, and whether the 10% thresholds have been satisfied.

7. Set Aside for Victims Residing in the Counties of Hawaii, Kauai, and/or Maui (the “geographic set aside”)

- a. The Department has set aside \$300,000 for proposals that respond to the needs of victims residing in the Counties of Hawaii, Kauai, and/or Maui. Each of the three counties will have a \$300,000 set aside.
- b. The geographic set aside is a distinct consideration from the prioritization of services serving victims residing in rural or geographically isolated areas described in Section 2.4.A.5.

Because the definition of “rural or geographically isolated areas” is determined by census tract, an entire county may be considered to be rural or geographically isolated (e.g., County of Kauai and County of Hawaii) whereas another county may have rural and non-rural census tracts (e.g., County of Maui).

As a result, a proposal that satisfies the criteria for additional points for providing services to a rural or geographically isolated area may also be eligible for the geographic set aside, but a proposal that satisfies the

criteria for the geographic set aside may not be eligible for the additional points for providing services to a rural or geographically isolated area.

c. An applicant seeking consideration for the geographic set aside shall satisfy all of the following requirements:

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is seeking consideration for the geographic set aside; and (2) explicitly identify the county or counties being addressed by the proposal's projects and initiatives;
 - Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to the target county or counties; and
 - In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the "Target Population and Number of Individuals to be Served Identified," the applicant shall demonstrate that 100% of the total number of victims served by the applicant in the previous calendar year were victims residing in the County of Hawaii, County of Kauai, and/or County of Maui, or 100% of the anticipated number of victims to be served by the proposal's projects and initiatives will be victims residing in the County of Hawaii, County of Kauai, and/or County of Maui. (Note: If the proposal addresses more than one of the identified counties, the proposal shall identify the services and costs associated with each county.)
- d. The \$300,000 per county does not serve as a cap on funding available to the Counties of Hawaii, Kauai, and/or Maui; the Department may award more than \$300,000 in aggregate to proposals serving the Counties of Hawaii, Kauai, and/or Maui, respectively, depending upon the scoring of proposals during the proposal evaluation process, the amount of available funds, and whether the 10% thresholds have been satisfied.
- e. In the event that the Department does not award a contract for a county, the set aside for that county will be made available to fund other proposals submitted under this RFP.

8. Minimum Score May Be Required

The Department reserves the right to not award funding to any proposal whose evaluation score is less than 60 points.

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

1. Personnel

The applicant shall include the following items as part of its proposal:

- Resumes of all key personnel assigned to the contract, attached to the proposal as an exhibit, as directed in this RFP in Section 3, Proposal Application Instructions. If the position(s) is/are vacant, position description(s) should be attached in lieu of the resume(s); and
- Organizational chart, attached to the proposal as an exhibit, as directed in this RFP in Section 3, Proposal Application Instructions.

Resumes shall show educational institution(s) attended (including degree(s) earned and the date(s) the degree(s) was/were earned) and employment history (including position title, employer, and dates of employment).

2. Administrative

The applicant shall establish and implement policies and procedures that clearly identify the target population for each type of victim service, the program content, and the methods of delivery.

3. Quality assurance and evaluation specifications

The applicant shall ensure quality assurance and ongoing evaluation of the project goals, objectives, and activities.

The Department shall monitor the project during the project period to evaluate the results of the program. During these monitoring visits, the applicant shall make available for review: project files, fiscal records, documentation for cost category expenditures, time sheets, data collection results, etc.

4. Output and performance/outcome measurements

The applicant shall clearly describe outcome measures, benchmarks, and data collection methods relative to the proposed scope of services. The program objectives and outcome indicators should be appropriate and achievable with regard to the target client group, stated problem, and proposed service activities.

The applicant shall provide baseline data from which measureable outcomes can be established. Outcome measures may be quantitative or qualitative. A *quantitative* indicator can be expressed as a single measure (number of victims served), or as a degree of change (increase/decrease in number of victims served); baseline data should be provided. *Qualitative* indicators can be used where quantitative measures are not feasible. It is not possible, for example, to assign a direct quantitative measure to the extent to which sex assault hotline

calls have increased due to community outreach efforts. However, a *qualitative* (or indirect) measure can be used through the use of anecdotal information, surveys, direct observation, etc.

The applicant shall develop measurements that will be used to determine the effectiveness of the project and whether the objectives have been met. Include the type of data to be collected and any analysis of the data that might occur (e.g., if training is going to be an activity, how will it be determined if the training made any difference.) Output and performance measurements shall have a logical link to goals, objectives, and activities. The performance measurement information shall be used to evaluate the effectiveness of the program.

5. Experience

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

If the applicant seeks additional points on the basis of the services provided to victims from underserved populations, the applicant shall demonstrate throughout the Experience and Capability section of the proposal that it has the experience, capability, and capacity (i.e., personnel) to deliver specific services relevant for the target population.

If the applicant seeks consideration for the child abuse set aside, the applicant shall demonstrate throughout the Experience and Capability section of the proposal that it has the experience, capability, and capacity (i.e., personnel) to provide services reflecting recognized best practices to assist children who are victims of abuse as defined in Section 2.4, A6. Definition of Child Abuse.

If the applicant seeks consideration for the geographic set aside, the applicant shall demonstrate throughout the Experience and Capability section of the proposal that it has the experience, capability, and capacity (i.e., personnel) to provide the services in the target county/counties.

6. Coordination of services

N/A

7. Reporting requirements for program and fiscal data

Regular program and fiscal reports are required for an awarded agency to remain in good standing with the VOCA Victim Assistance Grant.

a. Program Reports

- Annual Subaward Report (SAR)
- Quarterly Performance Measurement Tool (PMT)
- Annual Office for Victims of Crime Grantee Report

b. Fiscal Reports

- The awarded agency shall maintain accounting procedures and practices acceptable to the Department, including books, records, documents and other evidence, which sufficiently and properly reflect all direct and indirect expenditures and all interest or other income earned as the result of funds.
- Any funds provided pursuant to a contract awarded under this RFP which are unencumbered on the date the project terminates shall be returned to the Department; all funds provided under the contract awarded pursuant to this RFP which are encumbered but not disbursed within sixty (60) days after the project terminates shall be returned to the Department.
- The awarded agency shall submit on a monthly basis a *Request for Funds and Cash Balance Report (RFF)* and reports shall be received by the Department by the 15th day of each month.
- The awarded agency shall submit on a quarterly basis a *Project Expenditures and Obligations Report (PEO)* and reports shall be received by the Department by the 15th day after the end of each calendar quarter.
- A final RFF and PEO report shall be submitted and received by the Department within sixty (60) days after the contract period ends.

C. Facilities

The applicant shall provide a 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.

As applicable, describe how the facilities meet Americans with Disabilities Act (ADA) requirements and any special equipment that may be required for the services.

2.5 Compensation and Method of Payment

Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the Department pays the awarded agency for budgeted agreed-upon costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. Requests for reimbursement, known as Request for Funds, are submitted on a monthly basis and shall be received by the 15th day of each month by the Department. Project Expenditures and Obligations reports are submitted on a quarterly basis and shall be received by the 15th day of the month following the end of each calendar quarter by the Department. The final request for reimbursement shall be received by the 30th day after the contract end date by the Department.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- Proposal Applications shall be submitted to the Department using the prescribed format outlined in this section.
- The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.
- Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.
- **DO NOT submit proposals in a three ring binder. Submission of a proposal in this manner is disfavored by the Department.**
- All sections and exhibits shall be tabbed.
- Applicants shall also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.
- A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.
- Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.
- This form (SPOH-200A) is available on the SPO website (Refer to Section 1.2 Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant shall include all items listed in this section.

Formatting and Pagination Requirements

All pages, except for the forms and proposal exhibits, shall adhere to the following requirements:

- Page Size : Letter (8-1/2 inches by 11 inches)
- Margins: one-inch (1") on all sides
- Acceptable fonts: Arial, Courier New, Times New Roman
- Minimum Font Size: 12 point
- Line Spacing: Double spaced
- Single- or Double-Sided Printing: Double-Sided Printing

The Proposal Application Sections:

- Each proposal section has a strict word count limit (identified under the column labeled “Word Limit” in the chart below), unless indicated as not applicable.
- Each proposal section should begin on a separate page with the section title.
- The proposal application is comprised of the following sections:

Section Title	Word Limit
Proposal Application Identification Form (SPO-H-200)	N/A
Proposal Application Checklist	N/A
Table of Contents	N/A
Program Overview	500 (approx. 2 pages)
Experience and Capability	1,250 (approx. 5 pages)
Project Organization and Staffing	750 (approx. 3 pages)
Service Delivery	N/A
Part I. Title Page	N/A
Part II. Description of the Project	5,000 (approx. 20 pages)
Financial	500 (approx. 2 pages)
Exhibits (Note: Only the information requested to be attached as an exhibit should be included in the exhibit. Any extraneous program design or programmatic information should not be added to the exhibit to attempt to circumvent the word limit; such extraneous information will be disregarded and will not be scored.)	N/A
Exhibit A: List of Prior Projects/Contracts or Financial Support	
Exhibit B: Resumes of Key Personnel	
Exhibit C: Organization Charts	
Exhibit D: Timelines	
Exhibit E: Budget Forms and Budget Narrative	
Exhibit F: Financial Audit	
Exhibit G: Disclosure of any pending litigation or outstanding judgment	
Exhibit H: Certifications	

Failure to Adhere to the Word Limit Requirement

An applicant’s failure to adhere to the word limit requirement may result in pertinent information not being reviewed because the Department will only review up to the number of words indicated in the column entitled “Word Limit” in the above chart.

3.1 Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered. Include a brief description of the applicant's organization, the problem statement, and how the proposed services are designed to address the problem/need identified in the service specifications.

If an applicant is seeking additional points for services provided to victims from underserved populations, the applicant shall (1) clearly indicate it is applying for additional points on the basis of providing services to victims from underserved population(s) and (2) explicitly identify the underserved population(s) being addressed by the proposal's project(s) or initiative(s) in the first paragraph of this section.

If an applicant is seeking consideration for the child abuse set aside, the applicant shall clearly indicate it is seeking consideration for the child abuse set aside in the first paragraph of this section.

If an applicant is seeking consideration for the geographic set aside, the applicant shall clearly indicate it is seeking consideration for the geographic set aside and explicitly identify the county or counties being addressed in the first paragraph of this section.

3.2 Experience and Capability

A. Necessary Skills

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

If the applicant is seeking additional points on the basis of the services provided to victims from underserved populations, the applicant shall demonstrate throughout the Experience and Capability section of the proposal that it has the experience, capability, and capacity (i.e., personnel) to deliver services relevant for the target underserved population.

If the applicant is seeking consideration for the child abuse set aside, the applicant shall demonstrate throughout the Experience and Capability section of the proposal that it has the experience, capability, and capacity (i.e., personnel) to provide services reflecting recognized best practices to assist children who are victims of abuse (i.e., sexual abuse, physical abuse, or neglect).

If the applicant is seeking consideration for the geographic set aside, the applicant shall demonstrate throughout the Experience and Capability section of the proposal that it has the experience, capability, and capacity (i.e., personnel) to provide required services in the target county/counties.

B. Experience

The VOCA Federal Program Guidelines provides: (1) that applicants shall demonstrate a record of providing effective services to crime victims; or (2) if the applicant is unable to demonstrate a record of providing effective services to crime victims, the applicant shall demonstrate that 30% of its financial support comes from non-federal sources.

For an applicant with a history of providing effective services to crime victims, the applicant shall attach a list and description of projects/contracts pertinent to the proposed services for the most recent five years as **Exhibit A**. The list shall include the contract number, dates of the contract period, and the name and phone number for the point of contact. The Department reserves the right to check references. Full points may not be awarded under this section if the descriptions of the projects/contracts are not pertinent to the proposed services.

For an applicant unable to demonstrate a record of providing effective services to crime victims to be eligible to receive VOCA funding, the applicant shall attach documentation demonstrating that 30% of its financial support comes from non-federal sources as **Exhibit A** in lieu of the list of projects/contracts. If the applicant does not have a record of providing effective services to crime victims, no points will be awarded for this section. However, an applicant's **failure to attach documentation demonstrating that 30% of its financial support comes from non-federal sources will result in the automatic rejection of the proposal for lack of eligibility.**

C. Quality Assurance and Evaluation

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

D. Coordination of Services

Not applicable.

E. Facilities

As applicable, the applicant shall provide a 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. Also describe how the facilities meet Americans with Disabilities Act (ADA) requirements and special equipment that may be required for the services.

3.3 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall collectively attach as **Exhibit B** to the proposal:

(1) resumes of key personnel; and (2) job descriptions of key personnel. If a position is vacant, the applicant shall indicate the position is vacant and include the job description in lieu of the resume.

The applicant shall provide the following information:

- A description of the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services;
- A list of the names and titles of personnel who will be implementing project activities, including staff responsible for managing the project, gathering data and maintaining records, and submitting all required programmatic and financial reports to the Department; and
- A description of the roles and responsibilities, including a back-up plan for staff that become ill, are on leave, etc. (Refer to the personnel requirements in the Service Specifications, as applicable.)

A proposal will not receive full points if it only refers to the resumes in Exhibit B without addressing the three points in the narrative.

2. Staff Qualifications

The applicant shall summarize the qualifications and experience of the key personnel who will be implementing project activities, including the staff responsible for managing the project, gathering the data, maintaining records, and submitting reports.

A proposal will not receive full points if it only refers to the resumes in Exhibit B without summarizing the qualifications and experience of the key personnel in the narrative.

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.

2. Organization Chart

The applicant shall collectively attach as **Exhibit C** to the proposal: (1) “Organization-wide”; and (2) “Program” organization charts.

The organization charts shall include position title, name, and full time equivalency. If a position is currently vacant, the organization chart shall reflect that vacancy.

A proposal will not receive full points if either of the organization charts do not demonstrate the line of responsibility/supervision of the key personnel.

3.4 Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2.4 Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

The Service Delivery section includes “Part I. Title Page” and “Part II. Description of the Project.” No points are awarded to Part I. The applicant can download the most recent fillable forms from the Department’s website at <http://ag.hawaii.gov/cpja>.

Instructions are outlined below:

PART I. TITLE PAGE

A. PROJECT TITLE

Enter a brief descriptive title.

B. APPLICANT AGENCY

Enter the official title of the agency requesting the grant.

C. SYSTEM FOR AWARD MANAGEMENT (SAM) AND DUNS

Indicate by checking the appropriate box whether or not the applicant agency has a current SAM; also enter the agency's current DUNS number.

D. APPLICATION RANKING WITHIN AGENCY

If your agency is submitting more than one application, then the applications shall be ranked by the head of the applicant agency. Rank each application from high to low with "1" being the highest priority.

E. ADDRESS

Enter the mailing address of applicant agency.

F. LOCATION OF PROJECT

If appropriate, identify the location(s) of the project.

G. PROJECT PERIOD

Enter the expected starting and completion dates of the project. The project period should not be more than 24 months.

H. VOCA PRIORITY AREA(S)

Check all boxes that apply.

If the project seeks additional points for providing services to underserved population(s), identify the underserved population(s).

If none apply, the box for N/A should be checked.

I. ADDITIONAL CONSIDERATION(S)

Indicate with an "X" whether the proposal seeks additional points for providing services to an underserved population, consideration under the child abuse set aside, or consideration under the geographic set aside.

If the proposal does not seek additional points or consideration for a set aside, the box for "N/A" should be checked.

J. TOTAL PROJECT AMOUNT

Enter the amount of federal funds requested, the 20% match funds being provided by the non-profit organization or government agency, and the total (100%) project cost.

K. OTHER FUNDING SOURCES

Indicate whether an application has been or will be submitted to other funding sources. Provide the name of the source agency and the amount applying for.

L. PROJECT DIRECTOR

Enter the name, address, title, telephone and fax numbers, and e-mail address of the person who will be directly responsible for administering the project.

M. FINANCIAL OFFICER

Enter the name, address, title, telephone and fax numbers, and e-mail address of the person who will be responsible for the fiscal matters of the project. The Financial Officer should be someone other than the Project Director.

PART II. DESCRIPTION OF PROJECT
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This section justifies the need for the project and describes what will be done and who will do it. The information requested shall be addressed in detail.

In describing the project, the applicant shall follow the order set forth below.

A. Problem Statement

This section shall clearly justify why the project is needed. The applicant shall describe the nature and scope of the existing problem, including the present status of activities by the applicant or other agencies regarding the problem. Include data that define the size and scope of the problem. Explain how this problem was dealt with in the past and the limitations in that approach.

This section shall also identify the following: (1) Target population and number of individuals to be served; and (2) Geographic area to be served.

B. Goals and Objectives

The applicant shall provide a clear and detailed description of the project's goals and objectives. The goals, objectives, and activities shall be logically linked to each other and to output and performance measurements.

Goals: A goal is a broad statement about an undesirable condition that you would like to improve or a desired state of affairs toward which to strive. Project goals should be clearly stated and realistic. For example: To increase the safety and self-sufficiency of domestic violence victims.

Objectives: Clearly state the objectives, which are specific, measurable outcomes of the project. The objective should state who or what will change, in which direction (increase or decrease), by how much, and by when. It is imperative that objectives be both achievable and measurable. For example: 100 percent of domestic violence victims served who obtain temporary restraining orders will develop safety plans.

C. Project Activities

Project activities shall be developed within the confines of the project's resources. State the methods that will be utilized to achieve the objectives. Indicate staffing (number and type), clients to be served, client selection criteria, description of training or technical assistance required, and an outline of available resources, etc. Describe any outreach materials, videos, training tools or manuals that may result from this project.

Activities should be broken down into phases or tasks. The applicant shall collectively attach as **Exhibit D** to the proposal the following information: timeline(s) showing the amount of time necessary to complete the task(s). Timelines shall be monthly timelines.

D. Project Evaluation – Performance Indicators/Outcome Measures

The applicant shall evaluate attainment of the goals and objectives of the project in specific measurable terms. The applicant shall also describe the expected outputs and outcomes relative to the proposed scope of services.

Outputs/Outcomes.

The applicant shall provide baseline data from which measurable outcomes can be established. For example, if one of the objectives is to increase the number of domestic violence victims served during a calendar year by 30 percent (or 65), then the baseline provided would be 50.¹⁰

Outputs refer to the internal activities of a program (i.e., the products and services delivered). For example, an output could be the number of underserved victims that received individual counseling; the number of protection orders requested and the number granted.

¹⁰ The baseline is the starting point from which gains are measured and targets are set.

At a minimum, the applicant shall indicate/describe the following:

1. The process in which the data will be collected (the type of information, method of recording, timeframe for collection);
2. Outputs identified and baselines provided;
3. Outcome measures identified and linked to goals and objectives; and
4. The individual(s) responsible for the data collection and analysis.

While performance measures shall distinguish between outcomes and outputs, there shall be a reasonable connection between them, with outputs supporting (i.e., leading to) outcomes in a logical fashion. Outcome measures are the most informative measures about performance because they are the ultimate results of a program that benefits the public.

Programs shall try to translate existing measures that focus on outputs into outcome measures by focusing on the ultimate goal of the program, as shown by these examples from the Executive Office of Management and Budget, Program Assessment Rating Tool Guidance No. 2008-01.

Outputs	Outcomes
Number of housing units rehabilitated.	Increases in equity (property value) of rehabilitated houses for low-income families as a result of targeted assistance.
Number of businesses assisted through loans and training.	Percent of businesses that remain viable 3 years after assistance.
Number of people served by water/sewer projects.	Increased percent of people with access to clean drinking water.
Number of acres of agricultural lands with conservation plans.	Percent improvement in soil quality; dollars saved in flood mitigation.

E. Special Considerations

1. Services Provided to Victims from Underserved Populations

To receive the additional points for projects providing services to victims from underserved populations, the applicant shall demonstrate the following:

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is applying for additional points on the basis of providing services to victims from underserved population(s); and (2) explicitly identify the underserved population(s) being addressed by the proposal's project(s) or initiative(s);

- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to crime victims from the target underserved population(s);
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the “Target Population and Number of Individuals to be Served Identified,” the applicant shall demonstrate that at least 40% of the total number of victims served by the applicant in the previous calendar year were members of the target underserved population(s), or at least 40% of the anticipated number of victims to be served by the proposal’s projects and initiatives will be members of the target underserved population(s); and
- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are effective and tailored to the unique needs of the target underserved population(s).

2. Child Abuse Set Aside

To receive consideration for the child abuse set aside, the applicant shall demonstrate the following:

- In the first paragraph of the Program Overview section of the proposal, the applicant shall clearly indicate it is seeking consideration for the child abuse set aside, specifying the type of abused children it will serve: children who are physically, sexually, emotionally abused or neglected; been victims of child pornography-related offenses or commercial sexual exploitation, bullying and/or exposed to violence;
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide effective services to victims of child abuse;
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the “Target Population and Number of Individuals to be Served Identified,” the applicant shall demonstrate that 100% of the total number of victims served by the applicant in the previous calendar year were victims of child abuse or 100% of the anticipated number of victims to be served by the proposal’s projects and initiatives will be victims of child abuse; and
- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are effective and tailored to the unique needs of child abuse victims.

3. Geographic Set Aside

To receive consideration for the geographic set aside, the applicant shall demonstrate the following:

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is seeking consideration for the geographic set aside; and (2) explicitly identify the county or counties being addressed by the proposal's projects and initiatives; and
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to the target county or counties.
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the "Target Population and Number of Individuals to be Served Identified," the applicant shall demonstrate that 100% of the total number of victims served by the applicant in the previous calendar year were victims residing in the County of Hawaii, County of Kauai, and/or County of Maui, or 100% of the anticipated number of victims to be served by the proposal's projects and initiatives will be victims residing in the County of Hawaii, County of Kauai, and/or County of Maui. (Note: If the proposal addresses more than one of the identified counties, the proposal shall identify the services and costs associated with each county.)

3.5 Financial

A. Pricing Structure

The applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency.

The cost proposal for the entire 24-month project period should be separated into two annual budgets: one budget for July 1, 2017 – June 30, 2018; and one budget for July 1, 2018 – June 30, 2019.

The applicant shall explain how the cost of the budgeted items is reasonable and necessary for the execution and completion of the activities listed in the service delivery section.

The applicant shall collectively attach as **Exhibit E** the following budget forms and the budget narratives:

- The following budget forms shall be submitted with the Proposal Application: SPO-H-205 (*submit one for each annual budget*); SPO-H-205A; SPO-H-205B.

- The following budget forms are needed to evaluate the cost proposal; only the forms that are applicable to the proposed project should be submitted (***submit one for each annual budget***): SPO-H-206A; SPO-H-206B; SPO-H-206C; SPO-H-206D; SPO-H-206E; SPO-H-206F; SPO-H-206G; SPO-H-206H; SPO-H-206I.
- The budget narrative shall be written on the SPO budget forms or on a separate page after the budget forms. The budget narrative shall show how the expenditures will support the project activities and be listed in the same order as the budget detail.

All budget forms, instructions, and samples are located on the SPO website. (Refer to Section 1.2, Website Reference.)

The matching contributions should be documented and clearly identified in the applicable budget forms. See Attachment C for the budget sample.

Pricing Structure Based on Cost Reimbursement. The cost reimbursement pricing structure reflects a purchase arrangement in which the Department pays the awarded agency for budgeted agreed-upon costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

The applicant shall explicitly acknowledge that the project's pricing structure is based on cost reimbursement.

B. Other Financial Related Materials – Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, a copy of the organization's most recent (within the last two year period) financial audit including any management letters that accompanied that audit shall be attached to the proposal application as **Exhibit F**. If an applicant is unable to provide a financial audit, the applicant shall collectively attach documentation of its accounting system, including but not limited to documentation of its assets and liabilities, revenue and expenses, cash flow, accounting method, and internal controls/safeguards and compliance over financial reporting, as **Exhibit F** in lieu of the financial audit.

The applicant shall describe its accounting system.

Note: All funds awarded under this RFP shall not be commingled with other funds and shall be tracked separately.

3.6 Other

A. Litigation

The applicant shall attach a disclosure of any pending litigation to which it is a party, including the disclosure of any outstanding judgment as **Exhibit G**. If applicable, please explain.

If there is no pending litigation or outstanding judgment, the exhibit should indicate that there is no pending litigation. **Do not leave this exhibit empty/blank.**

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

110 Points

Program Overview (500 words)	0 points
Experience and Capability (1,250 words)	15 points
Project Organization and Staffing (750 words)	15 points
Service Delivery (5,000 words)	60 points
Additional points: Underserved Population	5 points
Financial (500 words)	15 Points

TOTAL POSSIBLE POINTS

110 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- a. Application Checklist (see Attachment A)
- b. Certifications and Special Conditions signed by authorized authority (see Attachment D)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents
- Program Overview
- Experience and Capability (with required exhibits)
- Project Organization and Staffing (with required exhibits)
- Service Delivery (with required exhibits)
- Financial (All required forms and documents)
- Litigation

B. Phase 2 - Evaluation of Proposal Application (110 Points)

1. Program Overview (No Points)

There is a 500-word limit for this section.

The intent of this section is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

2. Experience and Capability (15 Points)

There is a 1,250-word limit for this section. There is no word limit for the exhibits associated with this section.

The State will consider only the information listed in the section entitled “Experience and Capability” and the information contained in Exhibit A. Information from other sections of the proposal or in other exhibits will not be considered in scoring this section.

Only the information requested to be attached as an exhibit should be included in the exhibit. Any extraneous program design or programmatic information should not be added to the exhibit to

attempt to circumvent the word limit; such extraneous information will be disregarded and will not be scored.

Sections A through E are weighted as a whole; no points are assigned to bulleted items. The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- | | |
|---|------------|
| A. Necessary Skills (6 points) | _____ |
| • Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. | |
| B. Experience (5 points) | _____ |
| • A listing of verifiable experience with projects or contracts for the most recent five years that is pertinent to the proposed services (Exhibit A); or | |
| • Demonstration that 30% of financial support is from non-federal funds (Exhibit A). | |
| C. Quality Assurance and Evaluation (3 points) | _____ |
| • Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. | |
| D. Coordination of Services – Not Applicable | <u>N/A</u> |
| E. Facilities (1 point) | _____ |
| • Adequacy of facilities relative to the proposed services. | |

3. Project Organization and Staffing (15 Points)

There is a 750-word limit for this section. There is no word limit for the exhibits associated with this section.

The State will consider only the information listed in the section entitled “Project Organization and Staffing” and the information in Exhibit B and Exhibit C. Information from other sections of the proposal or in other exhibits will not be considered in scoring this section.

Only the information requested to be attached as an exhibit should be included in the exhibit. Any extraneous program design or programmatic information should not be added to the exhibit to attempt to circumvent the word limit; such extraneous information will be disregarded and will not be scored.

Sections A and B are weighted as a whole; no points are assigned to bulleted items. The State will evaluate the applicant's overall staffing approach to the service, which shall include:

A. Staffing (10 points) _____

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

B. Project Organization (5 points) _____

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

4. Service Delivery (60 Points)

There is a 5,000-word limit for this section. There is no word limit for the exhibits associated with this section.

The State will consider only the information listed in the section entitled “Service Delivery” and the information in Exhibit D.

Information from other sections of the proposal or in other exhibits will not be considered in scoring this section.

Only the information requested to be attached as an exhibit should be included in the exhibit. Any extraneous program design or programmatic information should not be added to the exhibit to attempt to circumvent the word limit; such extraneous information will be disregarded and will not be scored.

Evaluation criteria are bulleted and weighted. This section will assess the applicant’s approach to the service activities and management requirements outlined in the Proposal Application.

- Assessment and scope of the problem, including supportive data (10 points) _____
- Target population and number of individuals to be served identified (2 points) _____

- Geographic area to be served identified (2 points) _____
- Goals and objectives clearly stated (15 points) _____
- Description of project activities (18 points) _____
- Timeline of proposed activities (3 points) _____
- Project evaluation (10 points) _____

5. Special Considerations

Services Provided to Victims from Underserved Populations (5 points)

To receive the 5 additional points for projects providing services to victims from underserved populations,¹¹ the applicant shall demonstrate the following: _____

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is applying for additional points on the basis of providing services to victims from underserved population(s) and (2) explicitly identify the underserved population(s) being addressed by the proposal’s project(s) or initiative(s);
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to crime victims from the target underserved population(s);
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the “Target Population and Number of Individuals to be Served Identified,” the applicant shall demonstrate that at least 40% of the total number of victims served by the applicant in the previous calendar year were members of the target underserved population(s), or at least 40% of the anticipated number of victims to be served by the

¹¹ The maximum number of additional points that an application may receive is 5 points, regardless of the number of underserved populations being served. For example, if an application proposes projects to serve three underserved populations, the application will receive a maximum of 5 additional points.

proposal's projects and initiatives will be members of the target underserved population(s); and

- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are effective and tailored to the unique needs of the target underserved population(s).

Child Abuse Set Aside

To receive consideration for the child abuse set aside, the applicant shall demonstrate the following:

- In the first paragraph of the Program Overview section of the proposal, the applicant shall clearly indicate it is seeking consideration for the child abuse set aside;
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to victims of child abuse;
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the "Target Population and Number of Individuals to be Served Identified," the applicant shall demonstrate that 100% of the total number of victims served by the applicant in the previous calendar year were victims of child abuse or 100% of the anticipated number of victims to be served by the proposal's projects and initiatives will be victims of child abuse; and
- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are effective and tailored to the unique needs of child abuse victims.

Geographic Set Aside

To receive consideration for the geographic set aside, the applicant shall demonstrate the following:

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is seeking consideration for the geographic set aside; and (2) explicitly identify the county or counties being addressed by the proposal's projects;
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability,

and capacity to provide services to the target county or counties;

- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the “Target Population and Number of Individuals to be Served Identified,” the applicant shall demonstrate that 100% of the total number of victims served by the applicant in the previous calendar year were victims residing in the County of Hawaii, County of Kauai, and/or County of Maui, or 100% of the anticipated number of victims to be served by the proposal’s projects and initiatives will be victims residing in the County of Hawaii, County of Kauai, and/or County of Maui.

(Note: If the proposal addresses more than one of the identified counties, the proposal shall identify the services and costs associated with each county.)

- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are effective and tailored to the unique needs of the target county or counties.

6. Financial (15 Points)

There is a 500-word limit for this section. There is no word limit for the exhibits associated with this section.

The State will consider only the information listed in the section entitled “Financial” and the information in Exhibit E and Exhibit F. Information from other sections of the proposal or in other exhibits will not be considered in scoring this section.

Only the information requested to be attached as an exhibit should be included in the exhibit. Any extraneous program design or programmatic information should not be added to the exhibit to attempt to circumvent the word limit; such extraneous information will be disregarded and will not be scored.

Evaluation criteria are bulleted and weighted. Pricing structure should be based on cost reimbursement. This section will assess the project budget and adequacy of the applicant’s accounting system outlined in the Proposal Application.

- Cost of budget items are reasonable and justified (5 points)

- Budget items support the scope of service (5 points) _____
- Adequacy of accounting system (5 points) _____

7. Other - Litigation (No points)

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Sample Budget
- D. Certifications

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
VOCA Fillable Forms	Section 1, RFP	AG/CPJA Website	X	
Hawaii Compliance Express Certificate of Vendor Compliance (Non-profit applicants only)	Section 1, RFP	SPO Website*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 3.5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 3.5	X	
SPO-H-206A	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206B	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206C	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206D	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206E	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206F	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206G	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206H	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206I	Section 3, RFP	SPO Website*	As applicable	
Certifications:				
Non-Supplanting (All applicants)	Section 5, RFP	AG/CPJA Website	X	
Acceptance of Conditions (All applicants)	Section 5, RFP	AG/CPJA Website	X	
Acceptance of VOCA Special Conditions (for 103F contracts) (Non-Profit Applicants)	Section 5, RFP	AG/CPJA Website	X	
Acceptance of VOCA Special Conditions (Government applicants)	Section 5, RFP	AG/CPJA Website	X	
Non-Discrimination (All applicants)	Section 5, RFP	AG/CPJA Website	X	
Non-Discrimination Complaint Procedures (All applicants)	Section 5, RFP	AG/CPJA Website	X	
Debarment and Suspension (All applicants)	Section 5, RFP	AG/CPJA Website	X	
Lobbying (All applicants)	Section 5, RFP	AG/CPJA Website	As applicable	

(continued)

Certifications (continued):				
Equal Employment Opportunity Plan (All applicants)	Section 5, RFP	AG/CPJA Website	X	
Certification of Non-Profit Status and Statement Regarding Publication of Financial Statements (Non-profit applicants only)	Section 5, RFP	AG/CPJA Website	X	
Certification of 10% De Minimis Indirect Cost Rate (All applicants)	Section 5, RFP	AG/CPJA Website	As applicable	
Drug Free Workplace Certification Requirements (State Government applicants)	Section 5, RFP	AG/CPJAD Website	As applicable	

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

(Sample)
Proposal Application
Table of Contents

1.0	Program Overview	1
2.0	Experience and Capability	1
	A. Necessary Skills.....	2
	B. Experience.....	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services.....	6
	E. Facilities.....	6
3.0	Project Organization and Staffing	7
	A. Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications.....	9
	B. Project Organization.....	10
	1. Supervision and Training.....	10
4.0	Service Delivery	12
5.0	Financial	20
	See Attachments for Cost Proposal	
6.0	Litigation	20
7.0	Attachments/Exhibits	
	A. List of Prior Projects/Contracts or Financial Support	
	B. Resumes of Key Personnel	
	C. Organization Charts	
	D. Timelines	
	E. Cost Proposal – Budget Forms and Budget Narrative	
	- SPO-H-205 Proposal Budget	
	- SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	- SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	- SPO-H-206C Budget Justification - Travel: Interisland	
	- SPO-H-206E Budget Justification - Contractual Services – Administrative	
	F. Other Financial Related Materials:	
	Financial Audit for fiscal year ended June 30, 2016	
	G. Disclosure of Pending Litigation or Outstanding Judgment	
	H. Certifications	
	- Non-Supplanting	
	- Acceptance of Conditions	
	- Acceptance of VOCA Special Conditions	

Organization: _____
RFP No: _____

- Non-Discrimination
- Non-Discrimination Complaint Procedures
- Debarment and Suspension
- Lobbying
- Equal Employment Opportunity Program
- Certification of Non-Profit Status and Statement Regarding Publication of Financial Statements
- Certification of 10% De Minimis Indirect Cost Rate

**(Sample)
Budget**

An applicant’s matching contribution is part of a project’s cost proposal and, therefore, will be evaluated as part of the project’s pricing structure.

Matching contributions should be documented and clearly identified as matching contributions in the applicable budget forms. For example, if \$25,000 in salaries is being provided by the applicant as the matching contribution, it should be shown on the budget forms SPO-H-206A and SPO-H-205. (See examples below).

Applicants should remember that matching contributions are restricted to the same uses as the VOCA grant funds. Therefore, the explanation in the “Justification/Comments” section should demonstrate that items being used as matching contribution adhere to the requirements for matching contributions.

Example:

VOCA Grant (Budget Request)	= \$100,000
Matching Contribution	= \$ 25,000
Total Project Cost	= \$125,000

Verification of Matching Contribution = 20% of \$125,000 = \$25,000.

Form SPO-H-206A:

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
1	Employee A	1.00	40,000.00	50.00%	20,000
2	Employee B (Matching Contribution)	0.50	50,000.00	30.00%	15,000
3	Employee C (Matching Contribution)	0.50	20,000.00	50.00%	10,000

Form SPO-H-205:

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	20,000	25,000		
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	20,000	25,000		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	500			
2. Airfare, Out-of-State				
3. Audit Services				
4. Contractual Services - Administrative				
5. Contractual Services - Subcontract	65,000			
6. Insurance				
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space				
10. Mileage				
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training	11,000			
15. Substance/Per Diem				
16. Supplies	3,000			
17. Telecommunication				
18. Transportation	500			
19. Utilities				
20.				
21.				
22.				
23.				
TOTAL OTHER CURRENT EXPENSE	80,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	100,000	25,000		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Budget Request	100,000	Name (Please type or print)		Phone
(b) Matching Contribution	25,000	Signature of Authorized Official		Date
(c)		Name and Title (Please type or print)		
(d)		For State Agency Use Only		
TOTAL REVENUE	125,000	Signature of Requirer		Date