

State of Arkansas
Office of State Procurement
1509 West Seventh Street, Room 300
Little Rock, AR 72201-4222
REQUEST FOR QUALIFICATIONS

RFQ Number: SP-12-0239	Buyer: Jaime Kaufman
Commodity: Transitional Housing Services Agency: Arkansas Department of Community Correction	Initial Bid Opening Date: May 23, 2012 This solicitation is open-ended. RFQs may be submitted at any time during the year or during any authorized renewal period
Date: 05/08/2012	Initial Bid Opening Time: 1:30 pm

BIDS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE BID ENVELOPE, INCLUDING THE OUTSIDE OF OVERNIGHT PACKAGES, **MUST** BE SEALED AND SHOULD BE PROPERLY MARKED WITH THE BID NUMBER, DATE AND HOUR OF BID OPENING AND VENDOR'S RETURN ADDRESS. IT IS NOT NECESSARY TO RETURN "NO BIDS" TO THE OFFICE OF STATE PROCUREMENT.

Vendors are responsible for delivery of their proposal documents to the Office of State Procurement prior to the scheduled time for opening of the particular proposal. When appropriate, vendors should consult with delivery providers to determine whether the proposal documents will be delivered to the OSP office street address prior to the scheduled time for proposal opening. Delivery providers, USPS, UPS, and FedEx deliver mail to our street address on a schedule determined by each individual provider. These providers will deliver to our offices based solely on our street address.

MAILING ADDRESS: Office of State Procurement 1509 West Seventh Street, Room 300 Little Rock, AR 72201-4222	PROPOSAL OPENING LOCATION: Office of State Procurement 1509 West Seventh Street, Room 300 Little Rock, AR 72201-4222
TELEPHONE NUMBER: 501-324-9316	

Company Name:

Name (type or print):

Title:

Address:

Telephone Number:

Fax Number:

E-Mail Address:

Signature:

USE INK ONLY; UNSIGNED PROPOSALS WILL NOT BE CONSIDERED

Identification:

*

*

Federal Employer ID Number

Social Security Number

FAILURE TO PROVIDE TAXPAYER IDENTIFICATION NUMBER MAY RESULT IN PROPOSAL REJECTION

Business Designation (check one):	Individual *	Sole Proprietorship *	Public Service Corp *
	Partnership *	Corporation *	Government/ Nonprofit *

GENERAL DESCRIPTION:	Transitional Housing Services
BUYER:	Jaime Kaufman
AGENCY P.R. NUMBER	1000592884

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MINORITY BUSINESS POLICY

Minority participation is encouraged in this and in all other procurements by state agencies. Minority is defined by Arkansas Code Annotated § 15-4-303 as a lawful permanent resident of this state who is: African American, Hispanic American, American Indian, Asian American Pacific Islander American or a Service Disabled Veteran as designated by the United States Department of Veterans Affairs. The Arkansas Economic Development Commission conducts a certification process for minority business. Bidders unable to include minority-owned business as subcontractors "may explain the circumstances preventing minority inclusion".

Check minority type:

_____ African American _____ Hispanic American _____ American Indian
_____ Asian American _____ Pacific Islander American _____ Service Disabled Veteran

Arkansas Minority Certification Number _____

EQUAL EMPLOYMENT OPPORTUNITY POLICY

In compliance with Arkansas Code Annotated § 19-11-104, the Office of State Procurement is required to have a copy of the vendor's Equal Opportunity Policy prior to issuing a contract award. EO Policies may be submitted in electronic format to the following email address: eeopolicy.osp@dfa.arkansas.gov, or as a hard copy accompanying the solicitation response. The Office of State Procurement will maintain a file of all vendor EO policies submitted in response to solicitations issued by this office. The submission is a one-time requirement, but vendors are responsible for providing updates or changes to their respective policies, and for supplying EO policies upon request to other state agencies that must also comply with this statute. Vendors that do not have an established EO policy will not be prohibited from receiving a contract award, but are required to submit a written statement to that effect.

ACT 157 of 2007 EMPLOYMENT OF ILLEGAL IMMIGRANTS

Pursuant to, Arkansas Code Annotated § 19-11-105, all bidders must certify prior to award of the contract that they do not employ or contract with any illegal immigrants in their contracts with the State. Bidders shall certify online at: <https://www.ark.org/dfa/immigrant/index.php/user/login>

ALTERATION OF ORIGINAL RFQ DOCUMENTS

The original written or electronic language of the RFQ shall not be changed or altered except by approved written addendum issued by the Office of State Procurement. This does not eliminate an Offeror from taking exception(s) to non-mandatory terms and conditions, but does clarify that the Offeror cannot change the original document's written or electronic language. If the Offeror wishes to make exception(s) to any of the original language, it must be submitted by the Offeror in separate written or electronic language in a manner that clearly explains the exception(s). If Offeror's/Contractor's submittal is discovered to contain alterations/changes to the original written or electronic documents, the Offeror's response may be declared as "non-responsible" and the response shall not be considered.

REQUIREMENT OF ADDENDUM

THIS RFQ MAY BE MODIFIED ONLY BY ADDENDUMS WRITTEN AND AUTHORIZED BY THE OFFICE OF STATE PROCUREMENT. Vendors are cautioned to ensure they have received or obtained and responded to any and all addendums to the proposal prior to submission. There will be no addendums to a proposal 72 hours prior to the proposal opening. It is the responsibility of the vendor to check the OSP website, <http://www.arkansas.gov/dfa/procurement/bids/index.php> for any and all addendums up to that time.

DELIVERY OF RESPONSE DOCUMENTS

In accordance with the Arkansas Procurement law and Regulations, it is the responsibility of vendors to submit proposals at the place, and on or before the date and time, set in the proposal solicitation documents. Proposal documents received at the Office of State Procurement after the date and time, designated for the proposal opening are considered late proposals and shall not be considered. Proposal documents arriving late, which are to be returned and are not clearly marked, may be opened to determine for which proposal the submission is intended.

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ADDITIONAL TERMS AND CONDITIONS

The Office of State Procurement objects to and shall not consider any additional mandatory agreement terms and/or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In signing and submitting its proposal, a bidder agrees that any additional mandatory agreement terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with mandatory terms and conditions, including those specifying information that must be submitted with a proposal, shall be grounds for rejecting a proposal.

ANTICIPATION OF AWARD

After complete evaluation of the proposal, the anticipated award will be posted on the OSP website (<http://www.dfa.arkansas.gov/offices/procurement/Pages/default.aspx>) and/or the legal section of a newspaper of statewide circulation. The purpose of the posting is to establish a specific time in which vendors and agencies are aware of the anticipated award. The proposal results will be posted for a period of fourteen (14) days prior to the issuance of any award. Vendors and agencies are cautioned that these are preliminary results only, and no official award will be issued prior to the end of the fourteen day posting period. Accordingly, any reliance on these preliminary results is at the agency's/vendor's own risk.

The Office of State Procurement reserves the right to waive this policy, The Anticipation to Award, when it is in the best interest of the State. Vendors are responsible for viewing the Anticipation to Award section of the OSP web site at http://www.arkansas.gov/dfa/procurement/pro_intent.php.

PAST PERFORMANCE

In accordance with provisions of The State Procurement Law, R7: 19-11-229 Competitive Sealed Bidding - Bid Evaluation paragraph (E)(i) & (ii): a vendor's past performance with the state may be used in the evaluation of any offer made in response to this solicitation. The past performance should not be greater than three years old and must be supported by written documentation on file in the Office of State Procurement at the time of the proposal opening. Documentation may be in the form of either a written or electronic report, VPR; memo, file or any other appropriate authenticated notation of performance to the vendor files.

VISA ACCEPTANCE

Awarded contractors should have the capability of accepting the State's authorized VISA Procurement Card (P-card) as a method of payment. Price changes or additional fee(s) may not be assessed when accepting the p-card as a form of payment. The successful bidder may receive payment from the State by the p-card in the same manner as other VISA purchases. VISA acceptance is preferred, but is not the exclusive method of payment.

EO-98-04 GOVERNOR'S EXECUTIVE ORDER:

Bidders should complete the Disclosure Forms posted with this proposal.

OUTSTANDING TAX LIABILITY

Bidders must disclose the existence, as of the date of proposal submission, of any unsatisfied lien, certificate of indebtedness, certificate of assessment, writ of execution, writ of garnishment, business closure order, civil action, or other indication of delinquency against Bidders for any outstanding tax liability owed by Bidders to any state taxing authority. Bidders acknowledge that a search of public records may be conducted to discover the existence of any unsatisfied tax assessments. Bidders further acknowledge that any unsatisfied liens, certificates of indebtedness, certificates of assessment, writs of execution, writs of garnishment, business closure orders, civil action, or other indication of delinquency for any outstanding tax liability owed by Bidders may result in Bidders being deemed non-responsible and their proposals rejected.

CURRENCY

Bid pricing must be United States dollars and cents.

LANGUAGE

Bids will only be accepted in the English language.

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SECTION 1 – GENERAL INFORMATION**1.0 Introduction**

The Office of State Procurement (OSP) is issuing a Request for Qualifications (RFQ) for the Arkansas Department of Community Correction (DCC). This document sets forth requirements for a pre-qualified vendors list of vendors who are capable and willing to provide transitional housing and services for the Arkansas Department of Community Correction. The mission of Arkansas Department of Community Correction is to enhance public safety by encouraging a crime-free lifestyle and providing cost-effective, evidence-based programs in the supervision and treatment of adult offenders. OSP will verify that proposals meet minimum mandatory requirements. DCC will review the submission based on the criteria outlined in this document. A List of Qualified Service Providers will be established.

1.1 Issuing Office

The Office of State Procurement issues this Request for Qualifications (RFQ) for the Arkansas Department of Community Correction. The issuing office is the sole point of contact in the State of Arkansas for the selection process. Questions regarding RFQ related matters should be addressed to the buyer, Jaime Kaufman at Jaime.Kaufman@dfa.arkansas.gov or 501-371-6065.

1.2 Definition of Terms

The State Procurement Official has made every effort to use industry-accepted terminology in this RFQ and it will attempt to further clarify any point or item in question. The words "bidder" and "vendor" are used synonymously in this document.

- DCC – Department of Community Correction
- OADAP – Office of Alcohol and Drug Abuse Prevention
- ADC – Arkansas Department of Correction

1.3 RFQ Opening Date and Location

To be considered, submissions must be received prior to the time and date specified on page one of the RFQ or at any time after that date during the entire list period. Submissions shall be publicly opened and announced at that time and become public information under the laws of the State of Arkansas.

1.4 Reservation

This RFQ does not commit the State Purchasing Official to award a contract, to pay costs incurred in the preparation of response to this request, or to procure or contract for services or supplies.

1.5 Proprietary Information

- Proprietary information submitted in response to this RFQ will be processed in accordance with applicable State of Arkansas procurement procedures.
- Qualifications and documents pertaining to the RFQ become the property of the State and shall be open to public inspection subsequent to proposal opening.
- Should a firm require non-disclosure of any information, it must be clearly marked as proprietary information and be submitted separately, sealed from the proposal response.

1.6 Publicity

News releases pertaining to the RFQ or the services, study, data, or project to which it relates will not be made without prior written approval of the State Purchasing Director, and then only in accordance with the explicit written instructions from the Director. No results of the program are to be released without written approval from the State Purchasing Director, and then only to persons designated.

1.7 Cautions to Vendors

- 1) For a RFQ to be considered, an official authorized to bind the vendor must sign the original proposal that is submitted.
- 2) The State Procurement Official reserves the right to reject a RFQ, if it is in the best interest of the State. Submissions will be rejected for one or more reasons not limited to the following:
 - Failure to provide licensure for services being bid upon.

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1.8 Confidentiality

The offeror shall be bound to confidentiality of any information that its employees may become aware of during the qualification process. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for disqualification.

1.10 Conditions of Contract

The successful vendor(s) shall at all times observe and comply with federal and State laws, local laws, ordinances, orders, and regulations existing at the time of or enacted subsequent to the execution of this contract which in any manner affect the completion of the work. The successful vendor shall indemnify and save harmless the agency and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the successful vendor

1.11 List Updates

The original list shall be for one (1) year beginning July 1, 2012 thru June 30, 2013. The list shall be reviewed annually and upon mutual agreement shall be reissued for six (6) one (1) year periods or a portion thereof.

1.12 Cancellation / Suspension

Non-compliance with the performance/procedures outlined within this RFQ, subject the service provider to suspension/cancellation of their services to the Program, including but not limited to the following:

1. The service provider will be required to submit and implement an acceptable corrective action plan. Payment may be delayed pending satisfactory implementation of the plan.
2. Payment may be withheld or reduced
3. The service provider may be removed from the list

*The remedies listed above are in addition to all others available at law or equity

1.13 Statement of Liability

The State will demonstrate reasonable care but shall not be liable in the event of loss, destruction, or theft of contractor-owned items or technical literature to be delivered or to be used in the installation of deliverables. The vendor is required to retain total liability for items and technical literature until the services have been accepted by the "authorized agency official." At no time will the State be responsible for or accept liability for any vendor-owned items.

1.14 Prequalified Vendor List

The State Procurement Official will be responsible for maintaining a qualified vendors list for the services outlined within this document.

The Institutional Release Officer (IRO) will coordinate activities between the transitional housing provider, Arkansas Parole Board (APB), and the correctional staff. The IRO will work with eligible clients to determine the transitional housing facility for the parole plan

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SECTION 2 – SCOPE OF WORK**2.0 Purpose**

According to the U. S. Department of Justice, one in every 138 U. S. residents was in prison or jail at yearend 2004. Overall, the nation's prison population grew by 1.9%. In Arkansas, prisons and jails are overcrowded. Alternatives are necessary to alleviate the overcrowding and provide prison beds for new commitments.

The goal of the Transitional Housing Program is to provide transitional housing and services, for male and female clients eligible for release from the ADC (primary target) or the DCC (secondary target). Housing may be provided to the client for up to 12 months, with the primary service objective being employment and building employability skills. Clients are expected to:

- 1) maintain a crime-free lifestyle
- 2) maintain their employment
- 3) fulfill their responsibilities in maintaining their housing

2.1 Target Population

- A. Male and female clients confined or incarcerated in the ADC and DCC facilities or under their supervision; and
- B. Who are past their Transfer Eligibility (TE) date, due to inadequate housing, or is within one year of their TE dates, and meet other legal requirements; and
- C. Who has no outstanding detainer

2.2 Transitional Housing Description

Transitional Housing is a program that provides housing for one or more clients who have either been transferred or paroled from the ADC or DCC by the Arkansas Parole Board. All transitional housing facilities must be licensed as such by the DCC. A client's home or the residence of a client's family member shall not be considered a transitional housing facility.

Information for the Arkansas Transitional Housing Facility Licensure process (contacts, application, regulation, guidelines, and procedures) is located on the DCC public website (www.dcc.arkansas.gov/programsServices).

A licensed transitional housing facility cannot accept, as a resident, any client who is a family member of the owner or principles of the facility, or any client whose family members are employees of the facility if those employees are involved in the supervision, direction or provision of services to the client.

All facilities must annually comply with the State of Arkansas disclosures which are required by Governor's Executive Order 98-04.

Services and programs provided to clients in transitional housing facilities must be evidence-based practices (EBP). Staff of transitional housing facilities must be trained in EBP

2.3 Eligibility

The Transitional Housing Program is open to any community-based facility located in the State of Arkansas meeting DCC Arkansas Transitional Housing Facility licensure requirements.

2.4 Licensure

Service provider must be licensed by DCC as a Transitional Living Center, a copy of the DCC Transitional Living Center license must be submitted with the proposal. Temporary License will not be accepted to become a qualified vendor.

Services and Programs provided to clients must be evidence-based practices (EBP). Service providers must submit certificates of staff trained in EBP, or provide evidence that staff have been trained in EBP.

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2.5 Vendor Requirements

Transitional housing providers must provide evidence-based programs or services directed at addressing the criminal risk factors and/or stabilizing needs of the transitional facility resident, which, if left unaddressed, could lead to community supervision violations and/or criminal reoffending.

The State of Arkansas and its authorized representatives shall, at all reasonable times, have the right to enter the service provider's work areas to inspect, monitor, or otherwise evaluate the quality, appropriateness, and timeliness of work, services, or both, that have been or are being performed.

2.6 DCC Obligations

- A. The Institutional Release Officer (IRO) will coordinate activities between the transitional housing provider, Arkansas Parole Board (APB), and the correctional staff.
- B. A DCC supervision officer will be assigned to work with transitional housing facilities in the area where clients are housed. Officer responsibilities include:
 - serving as a facilitator for group sessions
 - holding classes on things to do to avoid prison
 - attend family group sessions (if applicable)
 - visit parolee employer sites
 - contact facility counselors (when applicable) to discuss progress and client behavior status
- C. ADC/DCC provides the IRO with a list of eligible program participants.
- D. The IRO will work with eligible clients to determine the transitional housing facility for the parole plan.
- E. The IRO will contact the appropriate field supervision officer and send the appropriate paperwork.
- F. The field supervision officer will contact the provider to verify bed availability on the anticipated date of release or scheduled arrival. The officer will return the housing decision to or arrange an arrival date with the IRO.
- G. Once the parole plan is approved by the APB, the IRO will contact the officer with the release date, when appropriate.
- H. The field supervision officer will contact the transitional housing facility to confirm the arrival date.
- I. The field supervision officer will also assist clients who are not currently incarcerated/confined and are in need of transitional housing services.

2.7 Payment & Invoicing

- A. Invoices must be sent to the Institutional Release Services for Review no later than the 5th of each month.

Institutional Release Services
2801 South Olive Street, Suite 6D
Pine Bluff, Arkansas 71611

- B. Once the Institutional Release Services approve the invoice they send it to Kara Simmons, DCC Purchasing, for processing no later than the 10th of each month.

AR Department of Community Correction
105 West Capitol, 4th Floor
ATTN: Kara Simmons, Purchasing
Little Rock, AR 72201

- C. Invoices must be submitted by the 5th of each month for payment for services provided the previous month. Service providers shall keep invoicing current and shall not hold invoices or send more than one invoice per month.

2.8 Reimbursement

The maximum reimbursable cost per client, per day is \$28.00, not to exceed 90 days of services for clients under DCC supervision, except those released early (Act 679) not to exceed 12 months of services. If the client becomes employed during their 90 days for two consecutive weeks DCC will no longer pay the \$28.00. Once the client has obtained a full time job (40 hours per week) and has worked for two weeks consecutively and has received payment for those two weeks the client will then be liable for payments to the Transitional House.

NOTE: The client shall be responsible for reimbursing the provider, at an amount determined by the provider, for housing and supportive costs when employed and limits are exhausted.