



State of Arkansas
OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Room 300
Little Rock, Arkansas 72201-4222

REQUEST FOR QUALIFICATIONS

RFQ Number: SP-13-0170	Buyer: Jaime Kaufman
Commodity: Transitional Housing Agency: Department of Community Correction	Bid Opening Date: 02/27/13
Date Issued: 02/06/13	Bid Opening Time: 1:00 PM, Central Time

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 bid documents to the Office of State Procurement prior to the scheduled time for opening of the particular bid. When appropriate, vendors should consult with delivery providers to determine whether the bid documents will be delivered to the OSP office street address prior to the scheduled time for bid 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 TELEPHONE NUMBER: 501-324-9316	BID OPENING LOCATION: Office of State Procurement 1509 West Seventh Street, Room 300 Little Rock, AR 72201-4222
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Company Name: _____

Name (type or print): _____ Title: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Signature: _____

USE INK ONLY. UNSIGNED BIDS WILL NOT BE CONSIDERED

Business Designation
(check one):

Individual ☐

Sole Proprietorship ☐

Public Service Corp ☐

Partnership ☐

Corporation ☐

Government/ Nonprofit ☐

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TYPE OF CONTRACT:	TERM
AGENCY P.R. NUMBER	1000619002

1. 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_____

2. 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.

3. 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>

4. ALTERATION OF ORIGINAL RFQ DOCUMENTS

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

5. REQUIREMENT OF AMENDMENT

THIS RFQ MAY BE MODIFIED ONLY BY AMENDMENTS WRITTEN AND AUTHORIZED BY THE OFFICE OF STATE PROCUREMENT. Bidders are cautioned to ensure that they have received or obtained, and responded to, any and all amendments to the bid prior to submission. There will be no addendums to a bid 72 hours prior to the bid 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.

6. DELIVERY OF RESPONSE DOCUMENTS

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

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7. ADDITIONAL TERMS AND CONDITIONS

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

8. ANTICIPATION TO AWARD

After complete evaluation of the bid, the anticipated award will be posted on the OSP website (http://www.arkansas.gov/dfa/procurement/pro_intent.php). The purpose of the posting is to establish a specific timeframe in which vendors and agencies are aware of the anticipated award. The bid 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 the policy of 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.

9. 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 bid 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 bid opening. Documentation may be in the form of a written or an electronic report, VPR (Vendor Performance Report), memo, file or any other appropriate authenticated notation of performance to the vendor files.

10. 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.

11. EO-98-04 GOVERNOR'S EXECUTIVE ORDER

Bidders should complete the Disclosure Forms issued with this bid.

12. CURRENCY

All bid pricing must be United States dollars and cents.

13. LANGUAGE

Bids will only be accepted in the English language.

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SECTION 1 - GENERAL INFORMATION

1.1 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 following Arkansas areas: Little Rock, North Little Rock, Lonoke, Forrest City, Helena, West Helena, West Memphis, Texarkana, Hope, Ashdown, Lewisville, and Nashville. 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.

1.2 ISSUING AGENCY

The issuing office is the sole point of contact in the State for the selection process. Vendor questions regarding RFQ related matters should be made through the State's buyer Jaime Kaufman at 501-371-6065 or email at Jaime.Kaufman@dfa.arkansas.gov. Vendor's questions will be answered as a courtesy and at vendor's own risk.

1.3 CAUTION TO BIDDERS

- A. During the time between the RFQ opening and original list is established, any contact concerning this RFQ should be initiated by the issuing office or requesting entity and not the vendor. Specifically, the person named herein will initiate all contact.
- B. The State Procurement Official reserves the right to award a contract or reject a RFQ for any or all line items of a bid received as a result of this RFQ, if it is in the best interest of the State to do so. RFQs will be rejected for one or more reasons not limited to the following:
 - I. Failure to sign an Official RFQ Document.
 - II. Any wording by the vendor in their response to this RFQ, or in subsequent correspondence, which conflicts with or takes exception to a requirement in the RFQ.
 - III. Failure to provide licensure for services being bid.

1.4 BID FORMAT

Any statement in this document that contains the word "will", "must" or "shall" means that compliance with the intent of the statement is mandatory, and failure by the bidder to satisfy that intent will cause the RFQ to be rejected. Reference to handbooks or other technical materials as part of a response must not constitute the entire response and vendor must identify the specific page and paragraph being referenced.

1.5 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. Service providers may be added to the qualified vendor list at any time during the list time period or extensions thereof.

1.6 PAYMENT AND INVOICE PROVISIONS

All invoices shall be forwarded to the DCC Reentry Program Manager for review and verification, no later than the 10th of each month, at the following address:

Department of Community Correction
ATTN: Reentry Project Manager
105 West Capitol
Two Union National Plaza, 2nd Floor
Little Rock, AR 72201

Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the Agency. The State may not be invoiced in advance of delivery and acceptance of any service. Payment will be made only after the contractor has successfully satisfied the DCC as to the goods and/or services purchased. Vendors should invoice the DCC by an itemized list of charges. Purchase Order Number and/or Contract Number should be referenced on each invoice.

Selected vendor must be registered to receive payment and future bid notifications. If you are not a registered vendor you may register on-line at <https://www.ark.org/vendor/index.html>

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1.7 RECORD RETENTION

The Contractor shall be required to maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and other procedures specified by the State of Arkansas. Access will be granted upon request, to State or Federal Government entities or any of their duly authorized representatives.

Financial and accounting records shall be made available, upon request, to the State of Arkansas' designee(s) at any time during the contract period and any extension thereof, and for five (5) years from expiration date and final payment on the contract or extension thereof.

1.8 PROPRIETARY INFORMATION

Proprietary information submitted in response to this RFQ will be processed in accordance with applicable State of Arkansas procurement procedures. Proposals and documents pertaining to the RFQ become the property of the State and shall be open to public inspection subsequent to RFQ opening. It is the responsibility of the Vendor to identify all proprietary information. **The vendor should submit one complete copy of the response from which any proprietary information has been removed, i.e., a redacted copy.** The redacted copy should reflect the same pagination as the original, show the empty space from which information was redacted, and should be submitted on a CD or flash drive. Except for the redacted information, the redacted copy must be identical to the original hard copy. The vendor is responsible for ensuring the redacted copy on CD/flash drive is protected against restoration of redacted data. The redacted copy will be open to public inspection under the Freedom of Information Act (FOIA) without further notice to the vendor. If a redacted copy is not included, the entire RFQ will be open to public inspection with the exception of financial data (other than pricing). If the State of Arkansas deems redacted information to be subject to the FOIA the vendor will be contacted prior to sending out the information.

1.9 RESERVATION

This RFQ does not commit the State Procurement Official to award a contract(s), to pay costs incurred in the preparation of a proposal in response to this request, or to procure or contract for commodities or services.

1.10 PRIME CONTRACTOR RESPONSIBILITY

The selected vendor(s) shall be required to assume prime contractor responsibility for the contract and shall be the sole point of contact with regard to all services and support.

The contractor shall give OSP immediate notice, in writing, by certified mail of any action which, in the opinion of the contractor, may result in litigation related in any way to the contract or the State.

1.11 CONTRACT INFORMATION

A. The State of Arkansas may not contract with another party:

- I. Upon default, to pay all sums to become due under a contract.
- II. To pay damages, legal expenses or other costs and expenses of any party.
- III. To conduct litigation in a place other than Pulaski County, Arkansas
- IV. To agree to any provision of a contract which violates the laws or constitution of the State of Arkansas.

B. A party wishing to contract with the State of Arkansas should:

- I. Remove any language from its contract which grants to it any remedies other than:
 - a. The right to possession.
 - b. The right to accrued payments.
 - c. The right to expenses of deinstallation.
 - d. The right to expenses of repair to return the equipment to normal working order, normal wear and tear excluded.
 - e. The right to recover only amounts due at the time of repossession and any unamortized nonrecurring cost as allowed by Arkansas Law.
- II. Include in its contract that the laws of the State of Arkansas govern the contract.
- III. Acknowledge that contracts become effective when awarded by the State Procurement Official.

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1.12 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(s) 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.

1.13 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 to be delivered or to be used in the installation of deliverables. The vendor(s) is required to retain total liability until the deliverables 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 AWARD RESPONSIBILITY

The State Procurement Official will be responsible for award and administration of any resulting contract(s).

1.15 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.

1.16 PREQUALIFIED VENDOR LIST

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

1.17 DELEGATION AND/OR ASSIGNMENT

The vendor shall not assign the contract in whole or in part or any payment arising there from without the prior written consent of the State Procurement Official. The vendor shall not delegate any duties under this contract to a subcontractor unless the State Procurement Official has given written consent to the delegation.

1.18 CANCELLATION / SUSPENSION

In the event the State no longer needs the service or commodity specified in the contract or purchase order due to program changes, changes in laws, rules, or regulations, relocation of offices, or lack of appropriated funding, the State may cancel the contract or purchase order by giving the contractor written notice of such cancellation 30 days prior to the date of cancellation.

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:

- A. 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.
- B. Payment may be withheld or reduced
- C. The service provider may be removed from the list

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

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SECTION 2 SPECIFIC REQUIREMENTS

2.1 PROGRAM BRIEF

The program goals are to reduce recidivism and ensure public safety through the provision of reentry assistance to offenders, assisted by a Reentry Task Force that will collaborate with local law enforcement and others to provide supportive services and ensure accountability and protect public interest.

A 2009 ADC report noted that approximately 35.8% of all inmates are held beyond their transfer eligibility dates and serve an average of 8.4 additional months before being released. As of February 2010, there were 1,576 inmates past their transfer eligibility dates, and of that number, 644 did not have an approved release plan even though they met all other parole requirements. Release plans depend largely on the offender having an approved residence and the primary problem returning these inmates to the community is the lack of available, suitable housing. For some, statutory restraints are imposed that often limit their ability to return to a family residence or even find transitional housing (e.g. sex offenders).

While incarcerated, treatment and other programs are provided to inmates based on identified needs through the intake assessment tool. A reentry plan is developed using a reentry assessment tool for transition planning, the Arkansas Parole Board (APB) approves the release, contact is made with the community-based provider and DCC staff on behalf of the offender and the offender is released to community supervision. Once released, the reentry plan is the focus for programs and services that address the identified risks and needs of the offender.

2.2 TARGET POPULATION

The target population is approximately 250 transfer eligible adult offenders (male and female) in Arkansas prisons who are past their parole eligibility dates but cannot be paroled to the community because they do not have approved housing, have not completed APB stipulated programming for release, or otherwise do not have an approved parole plan. The group includes high risk offenders such as sex offenders, those diagnosed with mental health issues, and those with substance abuse problems.

2.3 SERVICES

This invitation to serve as a provider in the Reentry Grant Transitional Housing Program is open to any facility appropriately licensed for one or more of the following services:

A vendor shall not accept as a resident any offender who is a family member of the owner or principles of the licensed program, nor an offender whose family members are employees of the program if those employees are involved in the supervision, direction or provision of services to the offender.

Treatment shall include any or all of the following services:

A. Transitional Housing

A DCC licensed facility that houses one or more offenders who have transferred or paroled from the AR Department of Correction through the APB. The residence of a family member of the offender shall not be considered a transitional housing facility. Transitional Housing will be paid on behalf of the offender for a maximum of 60 days to allow time for the offenders to become stabilized and establish employment. After the 60 days of service, the offender will be responsible for their transitional housing costs based on a sliding income scale.

Transitional housing services include the following:

- Housing
- A minimum of 2 meals a day
- daily necessities (e.g., soap, oral hygiene items)
- Group counseling at least one time per week.
- Life skill classes related to employment
 - e.g., interviews, work ethics, work concepts, resume writing, team building skills, stress management, goal setting, establishing savings, and checking accounts, anger management/impulse control and meeting financial obligations.
- Application assistance for state benefits.
- Employment assistance
- Transportation to and from employment, as necessary.

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- Subsequent transition assistance (e.g., permanent housing).

B. Outpatient Substance Abuse Treatment

This includes care provided to a substance abuse offender during any part of the 24-hour day, including, but not limited to the following:

- individual/group counseling
- occupational and recreational therapy
- meals (as appropriate)
- minimal drug education
- anger/stress management
- life, employability, and communication skills

Optional services may include:

- support groups (NA, CA, AA, positive peer groups, etc.)
- academic and vocational assistance
- family and parenting coping skills
- educational assistance

C. Residential Substance Abuse Treatment

Includes a 24-hour a day treatment program in a residential setting, including, but not limited to the following:

- individual/group/family counseling
- relapse prevention training
- medication education
- stress or anger management or relaxation training
- recreational therapy
- support group meetings such as AA/CA/NA

Optional services may include:

- indoctrination into the 12-Step Program
- life and employability skills
- academic and vocational assistance
- parenting and communication skills

D. Chemical-Free Living Centers (CFLF)

A structured housing facility that provides for adequate supervision and services based upon the offenders' needs and criminal histories:

- employment counseling
- budget development
- support meetings (e.g. AA, NA, CA, individual/group counseling)
- planning and resource development (e.g. future housing and transportation)
- life skills
- aftercare plan

E. Dual Diagnosis Treatment Services

Treatment of the dually-diagnosed participant shall be provided in a facility that is licensed for both mental health and substance abuse treatment services concurrently. A treatment plan must be developed by substance abuse and mental health professionals. Mental health treatment and substance abuse therapy may also include individual and/or group outpatient therapy sessions.

F. Observation Detoxification

This service requires monitoring 24 hours per day of an offender undergoing mild withdrawal in a residential setting. Vital signs shall be taken by a staff member trained and certified by ADAP as a regional detoxification specialist, medical doctor, registered nurse, licensed psychiatric technical nurse or licensed practical nurse. The provider shall establish and implement emergency medical procedures.

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G. Outpatient Group and Individual Counseling

Individual counseling is provided to a single offender in an outpatient environment. Group counseling provided in an outpatient environment to more than one substance abuse offender may be reimbursed for all members of the group. Counseling includes services to an offender's family members and/or significant other. Although the offender is usually present at these sessions, these sessions are also reimbursable if the offender is not present. A unit of service is 15 minutes or any part thereof.

2.4 LICENSURE

Licensure should be submitted with your bid. If the respondent fails to supply the required information with the bid, the information **must** be delivered prior to addition to the qualified vendor list.

All service providers **must** be licensed by DCC as a Transitional Living Facility.

A. Outpatient Substance Abuse Treatment

- Licensed by the Office of Alcohol and Drug Abuse Prevention (ADAP) for substance abuse treatment.

B. Residential Substance Abuse Treatment

- Licensed by ADAP for substance abuse treatment.

C. Dual Diagnosis Treatment Services

- Licensed by ADAP for substance abuse treatment.
- Licensed by the Division of Behavioral Health Services (DBHS) for mental health treatment

D. Observation Detoxification

- Licensed by ADAP for substance abuse treatment.

E. Outpatient Individual, Group and Family Counseling

- Licensed by ADAP for substance abuse treatment
- An alcohol and drug counselor certified through the Arkansas Substance Abuse Certification Board or the State Board of Examiners of Alcoholism and Drug Abuse Counselors

2.5 GUIDELINES FOR TREATMENT

- A. The environment for substance abuse and mental health treatment services shall be consistent with state, federal, and local laws and shall not conflict with the conditions of community supervision.
- B. Service providers shall provide quality treatment services in a professional, ethical, and effective manner according to established ADAP, DBHS, and DCC guidelines.
- C. Reentry offender referrals will be made only to service providers who meet the guidelines of this document and are on the qualified vendor list.
- D. The service provider shall keep accurate records of costs incurred and individualized services provided to offenders participating in the program.
- E. The service provider must notify the Reentry Supervision Officer of any intended termination of an offender due to violence or other incidents of a serious nature before an offender is dismissed.
- F. The service provider must maintain a record of all treatment services provided, incidents, rule infractions, and progress notes in the offender's record before discharge or action can be taken against the offender.
- G. Service providers shall immediately notify the Reentry Supervision Officer when an offender walks away from treatment or fails to report to treatment as required.
- H. Service providers must comply with the State disclosure requirements (established by Governor's Execution Order), and the Prison Rape Elimination Act.
- I. When possible, a family member(s) must be a part of the treatment process (i.e., family therapy, group discussions etc.).
- J. The provider shall provide monthly and annual reports to the Reentry Supervision Officer, including but not limited to the following:
 - number of offender admissions
 - number of offenders completing the program successfully
 - offender demographics
 - number of treatment days and type of service
 - number and type of terminations
 - number of offenders scheduled for services that did not report to the treatment facility
- K. Service provider agrees to participate in training events as required by the DCC.
- L. Service provider shall meet with the Reentry Supervision Officer and/or other Reentry Grant team members upon request.

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2.6 INVOICING

Invoices should be sent to the DCC Reentry Program Manager for review and verification, no later than the 10th of each month, at the following address:

Department of Community Correction
ATTN: Reentry Project Manager
105 West Capitol
Two Union National Plaza, 2nd Floor
Little Rock, AR 72201

2.7 DISMISSAL/SUSPENSION

The service provider must obtain the approval of the Reentry Supervision Officer for early discharge of an offender from the program.

Acts of Violence - Immediate dismissal of offenders from treatment is not an option for the service provider unless the offender commits an act of violence (verbal/physical and /or destruction of property), sexual assault, use or abuse of drugs or alcohol. If an offender commits a verbal threat or physical act of violence, local law enforcement and the Reentry Supervision Officer must be contacted immediately.

When an offender violates facility rules, the service provider will take the following actions to address the violation(s):

- a. 1st Incident - Decide on an appropriate action
- b. 2nd Incident - Inform the supervision officer, who must be in agreement with the provider's decision before dismissal, if such action is under consideration.
- c. 3rd Incident - Determine whether the incident is grounds for dismissal from the program [with program re-entry dependent on the type of violation(s) committed previously and individual provider rules for readmission], and advise the Reentry Supervision Officer prior to the offender leaving the facility.

Note: The officer informs the Reentry Project Manager.

OFFICIAL REIMBURSEMENT SHEET

The cost for Transitional Housing and Treatment to offenders shall not exceed the following maximum reimbursable cost for a specific service per offender per day.

Indicate the services your facility will be providing with a "yes" or "no" in the column titled "Available?".

Per Offender Costs for Services:

Item	Service	Reimbursable Amount	Available? Yes / No
1	Transitional Housing	\$ 28.00 / Day	
2	Residential Substance Abuse Treatment	\$ 62.00 / Day	
3	Chemical Free Living Center	\$ 24.00 / Day	
4	Dual Diagnosis Treatment	\$ 72.00 / Day	
5	Individual Counseling	\$ 13.00 / 15 min	
6	Group Counseling	\$ 4.00 / 15 min	
7	Substance Abuse Assessments	\$ 200.00-250.00	
8	Mental Health Assessments	\$ 109.20-230.40	
9	Mental Health Outpatient Treatment	\$ 109.26 / Hour	
10	Medical/Mental Health Medication/Maintenance	Varies – try free clinic first	

**Any agreements established on cost other than those listed above shall be filed with OSP and the DCC Deputy Director for Administrative Services, prior to presenting invoices for payment.