



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

REQUEST FOR QUALIFICATIONS

RFP Number: SP-13-0069	Buyer: Jaime Kaufman
Commodity: Mental Health Services Agency: Department of Community Correction	Initial Bid Opening Date: October 16, 2012 This solicitation is open-ended. RFQs may be submitted at anytime during the year or during any authorized renewal period
Date Issued: 09/26/12	Initial Bid Opening Time: 1:00 PM Central Time

PROPOSALS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE PROPOSAL ENVELOPE, INCLUDING THE OUTSIDE OF OVERNIGHT PACKAGES, MUST BE SEALED AND SHOULD BE PROPERLY MARKED WITH THE RFQ NUMBER, DATE AND HOUR OF RFQ 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 RFQ. 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 RFQ 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 PROPOSALS WILL NOT BE CONSIDERED

Federal Employer ID Number _____ OR Social Security Number _____

FAILURE TO PROVIDE TAXPAYER IDENTIFICATION NUMBER MAY RESULT IN BID REJECTION

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

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GENERAL DESCRIPTION:	Mental Health Treatment Services
TYPE OF CONTRACT:	Qualified Vendor List
BUYER:	Jaime Kaufman
AGENCY P.R. NUMBER	1000609860
MATERIAL GROUPS	96100

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____
Asian American____

Hispanic American____
Pacific Islander American____

American Indian____
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 RFP DOCUMENTS:** The original written or electronic language of the RFP 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 RFP 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 RFP prior to submission. There will be no addendums to a RFP 72 hours prior to the RFP 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 that conflict with mandatory terms and conditions required by law. 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, R2: 19-11-230 Competitive Sealed Proposals – Responsibility of offeror paragraph (b) (i) & (ii): a vendor's past performance with the state may be used in the evaluation of any proposal made in response to this solicitation. The past performance should not be greater than three years old and must be supported by written documentation. 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). The DCC is seeking out community-based service providers, located in the State of Arkansas, that are licensed to provide mental health assessment and counseling. 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.

1.2 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.

1.3 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 time the list is in effect. 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 Accounting Provisions

In the event of any resulting contract, 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.

1.6 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.

1.7 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.

1.8 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.

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.

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1.9 Definition of Terms The State Procurement Official has made every effort to use industry-accepted terminology in this RFQ and will attempt to further clarify any point of item in question as indicated in "Clarification of RFQ". The words "respondent" "vendor" and "offeror" are used synonymously in this document. The word "contractor" refers to the vendor selected for any contract resulting from this RFQ. The word "Agency" or "Department" refers to the Department of Community Correction.

1.10 Negotiations

As provided in this Request for Qualifications and under regulations, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of obtaining clarification of proposal response and negotiation for best and final offers.

1.11 Conditions of Contract

In the event of a resulting 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.

1.12 List Updates

The original list shall be issued for one (1) year. Names may be added as qualified vendors are approved. The list shall be reviewed annually and upon mutual agreement shall be reissued for six (6) one (1) year periods or a portion thereof. In no case will the list be in place longer than seven (7) years from the original start date of the list.

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 Termination of Contract

In the event the State no longer needs the services specified in the RFQ and any resulting contract or purchase order due to program changes, changes in laws, rules, or regulations, or relocation of offices, the State may cancel any resulting contract or purchase order by giving the contractor written notice of such cancellation thirty (30) days prior to the date of cancellation. Funding for any contract resulting from this RFQ is contingent upon availability and appropriation of funds.

1.15 Prime Contractor Responsibility

In the event of a resulting contract, the selected respondent will be required to assume prime contractor responsibility for the contract and will be the sole point of contact with regard to all commodities, services and support.

1.16 Award Responsibility

The State Procurement Official will be responsible for award and administration of any contract resulting from this RFQ.

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SECTION 2 – SCOPE OF WORK

2.1 Purpose

According to the U.S. Department of Justice, one in every 138 U.S. residents was in prison or jail at year end 2004. Overall, the Nation's prison population grew by 1.9%. In Arkansas, prisons and jails are overcrowded, with a projected growth of 17% in the next 5 years. Alternatives are necessary to alleviate the overcrowding and provide prison beds for new commitments.

Adult probation and parole supervision in the community is a viable alternative to prison. By adequately addressing the risk and needs of these clients, they have the opportunity to make positive changes in their lives which results in a reduction of recidivism. Some of the effective strategies for successful supervision are comprehensive case plans, drug testing, treatment services, and direct and immediate sanctions and incentives. Evidence-based programs bring the full weight of all intervention efforts to bear; forcing the client to deal with his or her risk factors. This approach facilitates increased accountability and probability for positive change and successful supervision.

In the year of 2011, there were 1,290 mental health referrals state-wide as documented by DCC Treatment Services. The goal of mental health services is to provide outpatient services to male and female probation and parole clients participating in DCC community supervision. The primary service objective for mental health treatment is to provide health assessment, and stability maintenance.

2.2 Target Population

The target population consists of male and female probationers and parolees under DCC community supervision.

2.3 Services

Mental Health- The primary target is a probationer or parolee with mental health treatment needs. Enhancement funds shall be used only for mental health services; a plan of treatment for the mental health disorder must be developed by a mental health professional. Mental health treatment services may include the following:

- Mental Health Assessment- Initial diagnostic service provided to the probation or parole client in an outpatient environment for the purpose of determining the client's service needs.
- Individual/Group outpatient counseling session not to exceed 3 sessions
 - Group counseling provided in an outpatient environment to more than one probation or parole client.
 - Individual counseling care provided to just the probation or parole client in an outpatient environment.

2.4 Licensure

In order to provide services, proof of licensure must be submitted with the proposal as outlined below:

- A. All persons, partnerships, associations or corporations establishing, conducting, managing, or operating and holding themselves out to the public as a mental health treatment program must be certified by the Arkansas Department of Human Services, Division of Behavioral Health Services as a fully accredited outpatient behavioral health care provider with accreditation by at least one of the following
 - Commission on Accreditation of Rehabilitation Facilities (CARF)
 - The Joint Commission (TJC)
 - Council on Accreditation (COA)
- B. Minimum Licensed Behavioral Health Care Professional credentials at Masters Level are required to provide services. The following are mental health professionals qualified to provide mental health services to probation and parole clients:
 - Licensed Psychologist
 - Licensed Board Certified Psychiatrist
 - Licensed Physician
 - Licensed Psychological Examiner
 - Licensed Master Social Worker
 - Licensed Certified Social Worker
 - Licensed Professional Counselor
 - Certified Co-occurring Disorder Professional-Diplomat
 - Advanced Practical Nurse – Master level
 - Licensed Marriage and Family Therapist

****Temporary accreditation of any sort will not be accepted to qualify as a provider.**

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2.5 Vendor Requirements

The service provider must be a community based provider, located in the state of Arkansas, whose programs and services are evidence based, as defined in ACT 570 of 2011.

Probation or parole client referrals will be made only to service providers who meet the guidelines of this document and are approved for participation.

In the event of a resulting contract:

- The service provider must have an order from the referring judge or referral form from the supervising officer/authorized treatment staff before services can be rendered.
- The service provider shall coordinate with and provide information to DCC team/officer/counselor through regular contact regarding case management, client progress, and aftercare plans.
- The service provider shall immediately notify the DCC supervision officer when a probation or parole client walks away from treatment or fails to report to treatment as required.
- The service provider shall provide quality treatment services in a professional, ethical, and effective manner in accordance with the law governing the services provided.
- The service provider must comply with the Prison Rape Elimination Act 42 U.S.C. §§ 15601 to 15605.

2.6 Treatment

In the event of a resulting contract the environment for mental health treatment services shall be consistent with state, federal, and local laws and shall not conflict with the conditions of community supervision.

- A. The service provider shall provide evidence-based individualized mental health treatment to probation and parole clients referred for services.
- B. Treatment shall follow treatment plans as coordinated by the service provider, DCC treatment team, counselor and/or officer.
- C. DCC may review treatment plans periodically.
- D. Minimum Licensed Behavioral Health Care Professional credentials at Masters Level are required to provide services. The following are mental health professionals qualified to provide mental health services to probation and parole clients:
 - Licensed Psychologist
 - Licensed Board Certified Psychiatrist
 - Licensed Physician
 - Licensed Psychological Examiner
 - Licensed Master Social Worker
 - Licensed Certified Social Worker
 - Licensed Professional Counselor
 - Certified Co-occurring Disorder Professional-Diplomat
 - Advanced Practical Nurse – Master level
 - Licensed Marriage and Family Therapist

2.7 Records

In the event of a resulting contract:

- The service provider shall keep accurate records of cost incurred and individualized services, including evidence-based training and services provided to probation and parole clients participating in the program.
- A copy of the court order or client referral form shall be maintained in the probation or parole client's treatment files for tracking and verification purposes.
- The service provider must maintain a record of all treatment services provided, incidents, rule infractions, and progress notes in the probation or parole client's record before discharge or action can be taken against the probation or parole client.

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2.8 Payment & Invoicing

In the event of a resulting contract:

- Invoices shall be forwarded to the DCC Administrative Assistant, NO LATER THAN THE 10TH OF EACH MONTH, who will provide a copy to the referring DCC office for validation of services rendered. Following validation, invoices will be forwarded to DCC Central Office Purchasing Department, for payment.
- The service provider shall bill the DCC on a monthly basis for actual services rendered, utilizing an invoice provided by the DCC Purchasing Department.
- Payment will be based upon receipt of an original and verified invoice for services rendered and a copy of the court order or referral form. DCC will not assume financial responsibility for services rendered by providers to persons without proper documentation.
- The DCC obligation to reimburse providers is limited by the amount of appropriation and funding provided by the Arkansas Legislature for the specific purpose of the payment of treatment costs as described herein. Under no circumstances will DCC be financially responsible for reimbursing providers for the cost of treatment once the appropriation and funding provided by the Arkansas Legislature is exhausted.

2.9 Dismissal/Suspension

In the event of a resulting contract:

- The service provider must notify the supervision officer of any intended termination of outpatient services due to violence or other incidents of a serious nature before a probation or parole client is dismissed.
- The service provider must obtain the approval of the judge, supervision officer, or the parole board for early discharge of a probation or parole client from outpatient treatment.

Acts of Violence – Immediate dismissal of probation or parole clients from treatment is not an option for the service provider unless the client commits an act of violence (verbal/physical and/or destruction of property), sexual assault, use or abuse of drugs or alcohol. If a probation or parole client commits a verbal threat or physical act of violence, local law enforcement and the supervising officer must be contacted immediately.

2.10 Reimbursement

The cost of outpatient treatment services to probation or parole clients shall be as specified below and approved by DFA, and OSP, not to exceed the maximum reimbursable cost for outpatient services per probation or parole client per admission contingent upon availability of appropriation and funds.

<u>Treatment</u>	<u>Cost</u>
Mental Health Assessment*	\$85.00 per assessment
Follow up visits	\$35.00 per visit not to exceed 3 follow up visits

*Services are limited to one (1) per admission not to exceed two (2) in a year (from the date entered the first time) with the most recent assessment no more than six (6) months old, unless ordered by the court or parole board.

SECTION 3 – SUBMISSION REQUIREMENTS

2.0 Submissions Overview

The Arkansas Department of Community Correction has established that the following minimum qualification be submitted

2.1 Information to be Submitted

Supply the information requested below:

- 1) An official authorized to bind the respondent to a resultant contract **must** have signed the proposal.
- 2) Proof of licensure.
- 3) A signed contract grant and disclosure form.