

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

<b>RFQ Number:</b> SP-12-0240	<b>Buyer:</b> Jaime Kaufman
<b>Commodity:</b> Substance Abuse Treatment Services for Parole and Adult Probation Clients	<b>Initial Bid Opening Date:</b> May 24, 2012 This solicitation is open-ended. RFQs may be submitted at any time during the year or during any authorized renewal period
<b>Agency:</b> AR Department of Community Correction	<b>Initial Bid Opening Time:</b> 1:00 pm
<b>Date:</b> 05/09/2012	

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.

<b>MAILING ADDRESS:</b> Office of State Procurement 1509 West Seventh Street, Room 300 Little Rock, AR 72201-4222	<b>BID OPENING LOCATION:</b> Office of State Procurement 1509 West Seventh Street, Room 300 Little Rock, AR 72201-4222
<b>TELEPHONE NUMBER:</b> 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 *

<b>GENERAL DESCRIPTION:</b>	<b>Substance Abuse Treatment Services for Parole and Adult Probation Clients</b>
<b>BUYER:</b>	<b>Jaime Kaufman</b>
<b>AGENCY P.R. NUMBER</b>	<b>1000592887</b>



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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](mailto: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](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 and proposal pricing must be United States dollars and cents.

**LANGUAGE**

Bids and proposals 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). The DCC is seeking out community-based service providers, located in the State of Arkansas, that are licensed to provide dual diagnosis, residential substance abuse treatment services, and/or chemical-free living. 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](mailto: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
- TPCP – Tobacco Prevention and Cessation Program
- DBHS – Division of Behavioral Health Services
- ArAIM – Arkansas Accountability Interventions Matrix
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**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.

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**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.

**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.

**1.9 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.

**1.10 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 Award Responsibility**

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



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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, 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 are viable alternative to prison. Probation and Parole Clients have the opportunity to make positive changes in their lives in a way that helps to diminish risks and needs in a constructive and accountable way. 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 substance abuse and other issues. This approach facilitates increased accountability and probability for positive change and successful supervision.

At the end of March, 2012, Arkansas had a total statewide probation and parole caseload of 55,757 clients, most of which have been assessed as having substance abuse issues.

The goal of the Substance Abuse Treatment Program is to provide residential, dual diagnosis and chemical-free living services to male and female probation and parole clients participating in DCC community supervision. The primary service objective for residential treatment is to provide inpatient services in a supervised drug-free environment while undergoing intensive substance abuse treatment and other court-ordered services. The number of treatment days is determined by the judge and DCC treatment staff.

**2.1 Target Population**

The target population consists of males and females under DCC community supervision.

**2.2 Services**

Treatment may include any or all of the following services:

**1. Residential Treatment**

Twenty-four (24) hour a day treatment services in a residential setting for the number of days required by the court or parole board, including, but not limited to the following:

- Individual/group/family counseling
- Relapse prevention training
- Medication education
- Stress or anger management/relaxation training
- Recreational therapy
- AA/CA/NA support group meetings

Optional services may include the following:

\*\*The following services may be addressed by referral to a licensed alcohol and drug treatment program or provided through partial day outpatient treatment

- Indoctrination into the Twelve-Step Program
- Life and employability skills
- Academic and vocational assistance
- Parenting and communication skills

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2. Chemical-Free Living Centers (CFLF)

Referrals may be made to chemical-free living centers if the judge or parole board feels the probation and parole client must be taken from his/her home environment and placed in a structured housing facility. The services shall include adequate supervision and services based upon the probation and parole clients' needs and criminal histories, including but not limited to the following:

- employment counseling, as appropriate
- budget development
- AA/CA/NA support individual/group meetings, as appropriate
- individual/group counseling
- planning and resource development (future housing, transportation, etc., approved by appropriate team members)
- life skills, as appropriate
- aftercare plan

3. Dual-Diagnosis

Treatment of the dually-diagnosed probation and parole client shall be provided in a facility that can provide both mental health and substance abuse treatment concurrently. A plan of treatment for the disorder must be developed by substance abuse and mental health professionals. Mental health treatment, in addition to substance abuse therapy, may include the following:

- Individual/group outpatient therapy sessions

4. Observation Detoxification

This service requires monitoring twenty-four (24) hours per Day (3 days maximum) of a probation and parole client while he/she is undergoing mild withdrawal in a residential setting. Vital signs will be taken by a staff member trained and certified by OADAP as a Regional Detoxification Specialist, or a medical doctor, registered nurse, licensed psychiatric technical nurse or licensed practical nurse. The provider shall establish and implement emergency medical procedures.

5. Specialized Women Services (SWS)

At a facility designated as SWS, a unit of service will be one day for a family. A family consists of a mother with up to two (2) children under the age of six (6) years. Older children may be admitted with the approval of OADAP. Services shall include, but are not limited to the following:

- case management
- alcohol and drug treatment
- child care
- transportation
- medical treatment
- housing
- education/job skills training
- parenting skills
- aftercare
- family education

6. Group Counseling

Counseling provided in an outpatient environment to more than one probation and parole client. Services to all members of the group may be reimbursed. A unit of service is fifteen (15) minutes or any part thereof.

7. Family Counseling

Counseling provided in an outpatient environment to a probation and parole client and/or family members and/or significant other. Although the probation and parole client is usually present at these sessions, these sessions are reimbursable if the client is not present. Services to all members of the family or significant other may be reimbursed. A unit of service is fifteen (15) minutes or any part thereof.

8. Individual Counseling

Counseling care provided to probation and parole clients in an outpatient environment. Outpatient services provided to the probation and parole client only. A unit of service is fifteen (15) minutes or any part thereof.



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**2.3 Licensure & Training**

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

All persons, partnerships, associations or corporations establishing, conducting, managing, or operating and holding themselves out to the public as an alcohol, drug, or alcohol and drug abuse treatment program must be licensed by the Arkansas Department of Human Services, Division of Behavioral Health Services, Alcohol and Drug Abuse Prevention as provided by Arkansas Code §20-64-901 through §20-64-906.

1. Residential Substance Abuse Treatment
  - a. Licensed by OADAP for substance abuse treatment
  - b. DCC transitional housing license
2. Chemical-Free Living Services
  - a. Licensed by OADAP for substance abuse treatment
  - b. DCC transitional housing license
3. Dual Diagnosis Treatment Services
  - a. Licensed by OADAP for substance abuse treatment
  - b. DCC transitional housing license if overnight housing is required for provision of services
  - c. Licensed by the DBHS for mental health treatment
4. Observation Detoxification
  - a. Licensed by OADAP for substance abuse treatment
  - b. DCC transitional housing license if overnight housing is required for provision of services
5. Specialized Women Services
  - a. Licensed by OADAP for substance abuse treatment
  - b. DCC transitional housing license
6. Group Counseling
  - a. Licensed by OADAP for substance abuse treatment
  - b. 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.
7. Family Counseling
  - a. Licensed by OADAP for substance abuse treatment
  - b. 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.
8. Individual Counseling
  - a. Licensed by OADAP for substance abuse treatment
  - b. 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.

\*\*Temporary licenses will not be accepted to qualify as a provider.

The service provider will participate in training events as required by the DCC.

**2.4 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 and Parole Client referrals will be made only to service providers who meet the guidelines of this document and are approved for participation.

Service provider shall coordinate with and provide information to team/officer/counselor through regular contact (meetings, telephone, etc.) regarding case management, client progress, and aftercare plans. Appointments shall be made only through the DCC Counselor or other designated staff person.



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The service provider must have an order from the referring judge or authorized treatment staff before services can be rendered.

The service provider shall immediately notify the DCC supervision officer when a probation and 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 State disclosure requirements established by Governor's Executive Order.

The service provider must comply with the Prison Rape Elimination Act 42 U.S.C. §§ 15601 to 15605.

DCC will conduct on-site visits to review case records, files, and other necessary documentation to verify the utilization of evidence based practices.

The service provider shall include copies of the research relied upon as evidence of compliance with the evidence-based practice requirements, and support documentation of staff training on evidence-based practices, prior to providing services.

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.

## **2.5 Treatment**

The judge is the authority for deciding the type of services a probation and parole client will receive. The judge may order an assessment, without court, prior to determining the services to which he/she will order the client.

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.

1. The service provider shall provide evidence-based comprehensive substance abuse treatment.
  - a. The service provider will provide evidence-based individualized substance abuse treatment to Probation and Parole Clients referred for services.
  - b. Treatment will follow treatment plans as developed by the service provider, DCC treatment team, counselor and/or officer
  - c. Service provider's staff members working with DCC treatment program probation and parole clients will complete necessary training on evidence base practices.
  - d. Documentation or evidence of attendance of Evidence-based practice trainings will be submitted to Kara Simmons at the DCC purchasing department prior to providing services and upon reissue.
  - e. Service Provider will submit a list of all eligible staff members working with the DCC Clients to the Arkansas Department of Community Correction Purchasing Department prior to providing service.
  - f. DCC may review treatment plans periodically

When possible, a family member must be a part of the treatment process (i.e., family therapy, group discussions, etc.).

## **2.6 Records**

The service provider shall keep accurate records of costs 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 shall be maintained in the probation and 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 and parole client's record before discharge or action can be taken against the probation and parole client.

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**2.7 Payment & Invoicing**

Invoices shall be forwarded to the DCC Administrative Assistant, NO LATER THAN THE 10<sup>TH</sup> OF EACH MONTH, who will provide a copy the referring DCC office for validation of services rendered. Following validation, invoices will be forwarded to the DCC Purchasing Manager, for payment.

The service provider shall bill the DCC on a monthly basis for actual services rendered, utilizing an invoice, provided on the DCC public web site, ([www.dcc.arkansas.gov/programsServices](http://www.dcc.arkansas.gov/programsServices)).

Payment will be based upon receipt of an original and verified invoice for services rendered and a copy of the court order with the probation and parole client's signature. 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 costs of treatment once the appropriation and funding provided by the Arkansas legislature is exhausted.

- The service provider must exhaust the probation and parole client's financial resources (Medicare, Medicaid, private insurance, etc.) prior to billing DCC for services described herein.

**2.8 Reporting**

A. The service provider shall provide activity reports to the referring team or DCC staff in a format and time specified by the judge. The report format shall include, but is not limited to the following:

- probation and parole client's social security number
- race
- sex
- supervision area
- referring DCC office
- types of service rendered
- provider name and facility location
- admission date
- diagnosis
- treatment
- progress
- discharge summary
- discharge date
- recommendations

\*\*The DCC Deputy Director for Parole/Probation Services will provide a uniform release form that is submitted initially to include services provided under the contract, so that probation and parole client treatment information and documents may be released to the referral team.

B. The provider shall submit monthly and annual reports to the DCC, including but not limited to the following:

- number of admissions
- number completing the program successfully
- client demographics
- number of treatment days and type of services
- number and type of terminations
- number of probation and parole clients scheduled for services but did not report to the treatment facility

**2.9 Dismissal/Suspension**

The service provider must notify the supervision officer of any intended termination of residential or intense outpatient services due to violence or other incidents of a serious nature before a probation and parole client is dismissed.

The service provider must obtain the approval of the judge or parole board for early discharge of a probation and parole client from residential treatment.



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**Acts of Violence** - Immediate dismissal of probation and parole clients from treatment is not an option for the service provider unless the probation and parole 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 and parole client commits a verbal threat or physical act of violence, local law enforcement and the supervising officer must be contacted immediately. This information shall also be immediately reported to the judge by the supervision officer.

When a client violates facility rules, the service provider shall take the following actions to address the violation(s):

- a. 1<sup>st</sup> Incident – Decide on an appropriate action.
- b. 2<sup>nd</sup> Incident – Inform the supervision officer who will apply ArAIM or inform the judge, who must be in agreement with the provider's decision before dismissal if such action is under consideration.
- c. 3<sup>rd</sup> Incident – Determine whether the incident is grounds for dismissal from the treatment program (with program re-entry dependent upon the type of violation(s) committed previously and individual provider rules for readmission), and advise the supervision officer prior to the client leaving the facility. Note: The officer informs the judge.

## 2.10 Reimbursement

The cost for residential treatment services to probation and parole clients shall be as specified in the qualified list and approved by DFA, and OSP, not to exceed the following maximum reimbursable cost for a specific service per probation and parole client per day contingent upon availability of appropriation and funds.

Service	Cost	Limitation
Residential Substance Abuse Treatment *	\$ 62.00	Maximum per day
Chemical-Free Living Center *	\$ 24.00	Maximum per day
Dual-Diagnosis **	\$ 72.00	Maximum per day
Observation Detoxification **	\$ 75.00	Maximum per day
Specialized Women Services	\$ 100.00	Maximum per day
Group Counseling	\$ 4.00	Maximum per 15 minutes
Family Counseling	\$ 4.00	Maximum per 15 minutes
Individual Counseling	\$ 13.00	Maximum per 15 minutes

\* Probation and Parole Client may access this service one (1) time on for the first thirty (30) day maximum, unless ordered by the court or parole board.

\*\* Services are not to exceed three (3) days, unless ordered by the court.

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.

Assessment fees are not reimbursable.

## SECTION 3 – SUBMISSION REQUIREMENTS

### 3.0 Submissions Overview

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

#### 3.1 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 for services being bid upon.
- 3) Description of expected outcome of services provided.
- 4) Documentation showing practices are evidence-based (proven to reduce recidivism)
- 5) A list of the individuals who will support the offeror's efforts on site
- 6) Years of Experience. \_\_\_\_\_
- 7) Ownership (whether public, partnership, subsidiary, or specified other). \_\_\_\_\_
- 8) Number of full time employees \_\_\_\_\_