

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

RFQ Number: SP-12-0234	Buyer: Jaime Kaufman
Commodity: Substance Abuse Treatment Services for Drug Court Clients	Initial Bid Opening Date: May 22, 2012 This solicitation is open-ended. RFQs may be submitted at any time during the year or during any authorized renewal period
Agency: AR Department of Community Correction	Initial Bid Opening Time: 1:00 pm
Date: 05/07/2012	

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.

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

Company Name:

Name (type or print):

Title:

Address:

Telephone Number:

Fax Number:

E-Mail Address:

Signature:

USE INK ONLY; UNSIGNED PROPOSALS WILL NOT BE CONSIDERED

Identification:

Federal Employer ID Number

Social Security Number

FAILURE TO PROVIDE TAXPAYER IDENTIFICATION NUMBER MAY RESULT IN PROPOSAL REJECTION

Business Designation (check one):	Individual *	Sole Proprietorship *	Public Service Corp *
	Partnership *	Corporation *	Government/ Nonprofit *
GENERAL DESCRIPTION:	Substance Abuse Treatment Services for Drug Court Clients		
BUYER:	Jaime Kaufman		
AGENCY P.R. NUMBER	1000591700		

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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____
Asian American____

Hispanic American____
Pacific Islander American____

American Indian____
Service Disabled Veteran____

Arkansas Minority Certification Number_____

EQUAL EMPLOYMENT OPPORTUNITY POLICY

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

ACT 157 of 2007 EMPLOYMENT OF ILLEGAL IMMIGRANTS

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

ALTERATION OF ORIGINAL RFQ DOCUMENTS

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

REQUIREMENT OF ADDENDUM

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

DELIVERY OF RESPONSE DOCUMENTS

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

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ADDITIONAL TERMS AND CONDITIONS

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

ANTICIPATION OF AWARD

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

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

PAST PERFORMANCE

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

VISA ACCEPTANCE

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

EO-98-04 GOVERNOR'S EXECUTIVE ORDER:

Bidders should complete the Disclosure Forms posted with this proposal.

OUTSTANDING TAX LIABILITY

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

CURRENCY

Bid pricing must be United States dollars and cents.

LANGUAGE

Bids will only be accepted in the English language.

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SECTION 1 – GENERAL INFORMATION**1.0 Introduction**

The Office of State Procurement (OSP) is issuing a Request for Qualifications (RFQ) for the Arkansas Department of Community Correction (DCC). The DCC, acting as a fiscal agent for Arkansas drug courts, 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 that is ordered by a judicial circuit drug court. The mission of Arkansas Department of Community Correction is to enhance public safety by encouraging a crime-free lifestyle and providing cost-effective, evidence-based programs in the supervision and treatment of adult offenders. OSP will verify that proposals meet minimum mandatory requirements. DCC will review the submission based on the criteria outlined in this document. A List of Qualified Service Providers will be established.

1.1 Issuing Office

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

1.2 Definition of Terms

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

- DCC – Department of Community Correction
- OADAP – Office of Alcohol and Drug Abuse Prevention
- TPCP – Tobacco Prevention and Cessation Program
- DBHS – Division of Behavioral Health Services
- AOC – Administrative Office of the Courts

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 award and administration of any contract resulting from this RFQ.

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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.

Drug courts provide an alternative to prison. Drug Courts, are specialized courts that handle drug court client cases involving substance abuse through comprehensive supervision, drug testing, treatment services, and direct and immediate sanctions and incentives. Drug court programs bring the full weight of all interveners (judges, prosecutors, defense counsel, substance abuse treatment specialists, supervision officers, and others) to bear, forcing the offender to deal with his/her substance abuse problem.

At the end of March, 2012, Arkansas drug courts had a total statewide caseload of approximately 2,000 offenders. These drug court clients have identified drug and/or alcohol issues, which are primary causes of their behavior. While courts differ in program specifics, all drug court clients are under court jurisdiction and supervision.

The goal of the Drug Court Residential Substance Abuse Treatment Program is to provide comprehensive evidence-based substance abuse treatment, (residential, partial day outpatient, or dual diagnosis) tobacco cessation treatment and chemical-free living, if necessary, to male and female drug court clients participating in the drug court system. 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 drug court staff.

2.1 Target Population

The target population consists of male and female drug court clients active in an Arkansas drug court and ordered into treatment by a drug court judge.

2.2 Services

The service provider shall provide tobacco usage assessment and tobacco cessation counseling to all drug court clients.

1. Residential Treatment

Twenty-four (24) hour a day treatment services in a residential setting for the number of days required by the drug court, 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 drug court judge feels the drug court clients 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 drug court 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 Drug Court team members)
- life skills, as appropriate
- aftercare plan

3. Dual-Diagnosis

Treatment of the dually-diagnosed drug court 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 drug court 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 drug court 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 drug court client and/or family members and/or significant other. Although the 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 a drug court clients in an outpatient environment. Outpatient services provided to the 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.

Has completed tobacco cessation training conducted by the Arkansas Department of Health Tobacco Cessation program or has a certificate of training through DCC or other approved certification center.

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
- 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

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 or the drug court, including any necessary training for tobacco cessation treatment.

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.

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

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The service provider shall coordinate with and provide information to drug court team members through regular contact (meetings, telephone, etc.) regarding case management, drug court client progress, and aftercare plans. Appointments shall be made only through the DCC Drug Court Counselor or other designated staff person. The service provider must have an order from the referring drug court judge before services can be rendered.

The service provider shall immediately notify the drug court judge and DCC supervision officer when a drug court 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 tobacco usage assessment and tobacco cessation counseling.

The State of Arkansas and its authorized representatives shall, at all reasonable times, have the right to enter the Contractor'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 drug court judge is the authority for deciding the type of services a drug court client will receive. The judge may order an assessment, without court, prior to determining the services to which he/she will order the drug court 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 or the drug court.

1. The service provider shall provide evidence-based comprehensive substance abuse treatment.
 - a. The service provider shall provide evidence-based, individualized substance abuse treatment to drug court clients involved in the drug court.
 - b. Treatment will follow treatment plans as developed by the service provider with the drug court team.
 - c. Service provider's staff members working with the drug court will complete necessary training on evidence-based practices.
 - d. Documentation or evidence of attendance of Evidence-based practice trainings shall be submitted to Kara Simmons at the DCC purchasing department prior to providing services and upon reissue.
 - e. Contractor shall submit a list of all eligible staff members working with the drug court clients to the Arkansas Department of Community Correction prior to providing services.
 - 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 tobacco cessation treatment, provided to offenders participating in the program.

A copy of the court order shall be maintained in the drug court 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 drug court client's record before discharge or action can be taken against the drug court client.

The service provider will accurately maintain documentation of tobacco usage assessment and tobacco cessation counseling in drug court client records.

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2.7 Payment & Invoicing

Invoices shall be forwarded to the DCC Administrative Assistant, assigned to the Drug Court, NO LATER THAN THE 10TH OF EACH MONTH, who will provide a copy to the judge, at each DCC drug court office for validation of services rendered. Following validation, invoices will be forwarded to the DCC Purchasing Manager, for payment, not to exceed budget limits/funding levels for residential treatment services for that specific drug court.

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.state.ar.us) containing documentation agreed upon by the drug court judge and DCC.

Payment will be based upon receipt of an original and verified invoice for services rendered and a copy of the Drug Court Judge's order with the drug court 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 drug court client's financial resources (Medicare, Medicaid, private insurance, etc.) prior to billing DCC for contractual services described herein.

2.8 Reporting

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

- drug court 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 AOC will coordinate with the circuit judges to adopt a uniform release form that is implemented initially to include services provided under the contract, so that drug court client treatment information and documents may be released to the drug court team.

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

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

C. The service provider shall include copies of the tobacco cessation counseling report as an attachment with the monthly invoice.

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2.9 Dismissal/Suspension

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

The service provider must obtain the approval of the drug court judge for early discharge of a drug court client from residential treatment.

Acts of Violence - Immediate dismissal of drug court clients 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 a drug court client commits a verbal threat or physical act of violence, local law enforcement and the drug court supervising officer must be contacted immediately. This information shall also be immediately reported to the drug court judge by the supervision officer.

When a drug court client 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 drug court supervision officer who will inform the Drug court judge, 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 treatment program (with program re-entry dependent upon the type of violation(s) committed previously and individual provider rules for readmission), and advise the drug court supervision officer prior to the drug court client leaving the facility. Note: The officer informs the drug court judge.

2.10 Reimbursement

The cost for residential treatment services to drug court clients shall be as specified in the qualified list and approved by DFA, OSP, and by the drug court judge, not to exceed the following maximum reimbursable cost for a specific service per drug court client per day (up to the AOC established limits per drug court and 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

* Drug court client may access this service one (1) time on for the first thirty (30) day maximum, unless ordered by the court.

** 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.

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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 _____

SECTION 4 – PRICE SHEET

Service	Bid Amount	Maximum 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