



Arkansas Secretary of State John Thurston

State Capitol Building ♦ Little Rock, Arkansas 72201-1094 ♦ 501-682-3409

Certificate of Good Standing

I, John Thurston, Secretary of State of the State of Arkansas, and as such, keeper of the records of domestic and foreign corporations, do hereby certify that the records of this office show


COMPREHENSIVE JUVENILE SERVICES, INC.

authorized to transact business in the State of Arkansas as a Non-Profit Corporation, filed Articles of Incorporation in this office June 2, 1976.

Our records reflect that said entity, having complied with all statutory requirements in the State of Arkansas, is qualified to transact business in this State.

In Testimony Whereof, I have hereunto set my hand and affixed my official Seal. Done at my office in the City of Little Rock, this 30th day of January 2024.




John Thurston
Secretary of State

Online Certificate Authorization Code: bce0b9d05d85118

To verify the Authorization Code, visit sos.arkansas.gov

TECHNICAL RESPONSE PACKET
710-24-0016

ORIGINAL

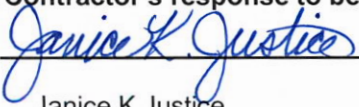
RESPONSE SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:	Comprehensive Juvenile Services, Inc.		
Address:	1606 South J Street		
City:	Fort Smith	State: AR	Zip Code: 72901
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit		
Minority and Women Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Women-Owned <input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American		
AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>			
PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
<i>Provide contact information to be used for solicitation related matters.</i>			
Contact Person:	Janice Justice	Title:	Executive Director
Phone:	479-785-4031	Alternate Phone:	479-997-5638
Email:	jjustice@cjsinc.org		
CONFIRMATION OF REDACTED COPY			
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.			
<i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Solicitation Terms and Conditions for additional information.</i>			
ILLEGAL IMMIGRANT CONFIRMATION			
By signing and submitting a response to this <i>Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants and shall not employ or contract with illegal immigrants during the term of a contract awarded as a result of this solicitation.			
ISRAEL BOYCOTT RESTRICTION CONFIRMATION			
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel and shall not boycott Israel during the term of a contract awarded as a result of this solicitation.			
<input checked="" type="checkbox"/> Prospective Contractor does not and shall not boycott Israel.			

An official authorized to bind the Prospective Contractor to a resultant contract shall sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Solicitation* may cause the Prospective Contractor's response to be rejected.

Authorized Signature:  Title: Executive Director

Printed/Typed Name: Janice K Justice Date: 12/20/24

SECTIONS 1 – 4: VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Authorized Signature:


Use Ink Only.

Printed/Typed Name:

Janice K Justice

Date:

02/20/24

State of Arkansas
DEPARTMENT OF HUMAN SERVICES
700 South Main Street
P.O. Box 1437 / Slot W345
Little Rock, AR 72203

ADDENDUM 1

TO: All Addressed Vendors
FROM: Office of Procurement
DATE: February 5, 2024
SUBJECT: 710-24-0016 Emergency Shelter

The following change(s) to the above referenced RFP have been made as designated below:

- Change of specification(s)
- Additional specification(s)
- Change of bid opening date and time
- Cancellation of bid
- Other

CHANGE OF BID OPENING DATE/TIME

- Bid submission date and time changed to: February 23, 2024, 1:00 pm Central Time.
- Bid opening date and time changed to: February 23, 2024, 2:00 pm Central Time.

OTHER

- Section 1.10 (A & C) Clarification of RFP Solicitation – remove and replace with the following:
 - A. Contractor may submit written questions requesting clarification of information contained in this *Bid Solicitation*. Written questions should be submitted via email by 4:00 p.m., Central Time on or before February 7, 2024. Submit questions to the OP buyer as shown on page one (1) of this *Bid Solicitation*. It is the contractor's responsibility to guarantee receipt of the questions by the specific time and date. DHS accepts no responsibility for accurate or timely receipt of email submission.
 - C. Contractor's written questions will be consolidated and responded to by the State. The State's consolidated written response is anticipated to be posted to the OP website by the close of business on February 12, 2024.
- Section 1.32 Schedule of Events – remove and replace with the following:

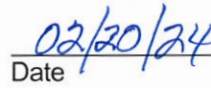
ACTIVITY	DATE
Public Notice of RFP	January 22, 2024
Deadline for Receipt of Written Questions	February 7, 2024
Response to Written Questions, On or About	February 12, 2024
Proposal Due Date and Time	February 23, 2024, 1:00 pm CST
Opening Proposal Date and Time	February 23, 2024, 2:00pm CST
Intent to Award Announcement Posted, On or About	March 25, 2024
Contract Start Date (Subject to State Approval)	July 1, 2024

The specifications by virtue of this addendum become a permanent addition to the above referenced RFP. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: David King, DHS.OP.Solicitations@dhs.arkansas.gov at (501) 683-6456.



Vendor Signature



Date

Comprehensive Juvenile Services, Inc.

Company

State of Arkansas
DEPARTMENT OF HUMAN SERVICES
700 South Main Street
P.O. Box 1437 / Slot W345
Little Rock, AR 72203

ADDENDUM 2

TO: All Addressed Vendors
FROM: Office of Procurement
DATE: February 14, 2024
SUBJECT: 710-24-0016 Emergency Shelter

The following change(s) to the above referenced RFP have been made as designated below:


- Change of specification(s)
- Additional specification(s)
- Change of bid opening date and time
- Cancellation of bid
- Other

OTHER


- Official Bid Price Sheet – remove and replace with the Revised Official Bid Price Sheet
- Section 2.3.E – remove and replace with the following:
DCFS reserves the right to refer various target populations in immediate need of emergency shelter services including, without limitation, undocumented youth, and human trafficking victims. The Contractor shall provide emergency shelter services for these special placements and must work collaboratively with DHS to identify additional service requirements. Contractor shall coordinate with target population advocacy program(s) to provide advocacy services including, but not limited to, translation/interpretation services for youth.
- Section 3.2 Cost Score – remove and replace with the following:
When pricing is opened for scoring, the maximum amount of cost points will be given to the proposal with the lowest unit price in Table 1 as shown on the Official Bid Price Sheet. (See Grand Total Score for maximum points possible for cost score.)

The specifications by virtue of this addendum become a permanent addition to the above referenced RFP. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: David King, DHS.OP.Solicitations@dhs.arkansas.gov at (501) 683-6456.



Vendor Signature



Date

Comprehensive Juvenile Services, Inc.

Company

Contract Number _____

Attachment Number _____

Action Number _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: _____ SUBCONTRACTOR NAME: _____

Yes No

IS THIS FOR:

TAXPAYER ID NAME: Comprehensive Juvenile Services, Inc.

Goods? Services? Both?

YOUR LAST NAME: Justice

FIRST NAME: Janice

M.I.: K

ADDRESS: 1606 South J Street

CITY: Fort Smith

STATE: AR

ZIP CODE: 72901

COUNTRY: USA

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

None of the above applies

Contract Number _____
Attachment Number _____
Action Number _____

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature Janice K Justice Digitally signed by Janice K Justice
Date: 2024.02.20 18:39:03 -06'00' Title Executive Director Date _____

Vendor Contact Person Janice K Justice Title Executive Director Phone No. (479) 785-4031

Agency use only

Agency Number 0710 Agency Name Department of Human Services Agency Contact Person _____ Contact Phone No. _____ Contract or Grant No. _____

Policy Name:	Equal Opportunity Policy
Domain:	Human Resources Management, Administrative and Service Environment
Applies to:	All staff and clients
Effective Date:	January 1, 2014
Date(s) of Revision:	March 1, 2020
References:	Employee Grievance Procedure, Client Rights Policy

Employment:

Comprehensive Juvenile Services, Inc. (CJS) provides equal employment opportunities to all employees and applicants for employment, without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability or genetic information, or any other basis protected by state or federal law. In addition, this policy of equal employment opportunities applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation and training.

Services to Clients:

In accordance with the Federal Privacy Act of 1974, Arkansas Privacy Act 730 of 1975, HIPAA Privacy Act and the Office of Civil Rights, this agency is prohibited from unfair treatment or discrimination on the basis of race, color, sex, national origin, ethnicity, gender, age, religion, political affiliation/beliefs, disability or genetic information, marital status or sexual orientation.

Authorizing Signatures

Executive Director Janice K. Justice Date 07/01/2020

PROPOSED SUBCONTRACTORS FORM

• **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

**PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S)
TO PROVIDE SERVICES.**

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP

**PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE
SUBCONTRACTORS TO PERFORM SERVICES.**

SECTION 2.2 MINIMUM QUALIFICATIONS

Please select one (1) of the following:

- Currently licensed as an Emergency Residential Childcare Facility by the Child Welfare Agency Review Board.
If the Prospective Contractor is currently licensed, the Prospective Contractor must provide with bid submission a copy of licensure.
- NOT** currently licensed as an Emergency Residential Childcare Facility by the Child Welfare Agency Review Board.
If the Prospective Contractor is not currently licensed, the Prospective Contractor must complete and sign the Statement of Attestation located on page 6 of this technical response packet.

STATEMENT OF ATTESTATION

The Contractor **must** be licensed as an Emergency Residential Childcare Facility by the Child Welfare Agency Review Board by the contract start date of July 1, 2024, as set out in the Minimum Licensing Standards for Child Welfare Agencies. Failure to do so will result in contract termination. Services and payments shall not be provided under any resulting contract without licensure. Any license submitted after the bid opening but before July 1, 2024, **must** be submitted to the Program Manager of the SSU.

By signature below, the Prospective Contractor agrees to and shall fully comply with all requirements as described in this attestation.

Authorized Signature: Janice K. Justice
(Use Ink Only)

Printed/Typed Name: Janice K Justice Date: 02/20/24

INFORMATION FOR EVALUATION

- Provide a response to each item/question in this section. Prospective Contractor may expand the space under each item/question to provide a complete response.
- **Do not** include additional information if not pertinent to the itemized request.

	Maximum RAW Score Available
E.1 TECHNICAL APPROACH	
EXECUTIVE SUMMARY	
<p>Comprehensive Juvenile Services, Inc. (CJS), submits the following Technical Proposal to Arkansas Department of Human Services, Division of Children and Family Services, to provide Emergency Shelter services to children in the custody of the Department of Human Services due to abuse and/or neglect, while long-term placement is sought by the Division. CJS proposes to reserve two (2) slots for DCFS custody youth under the age of 18, according to the following:</p> <ol style="list-style-type: none"> 1. License <ol style="list-style-type: none"> A. Comprehensive Juvenile Services, Inc. (CJS), owner, and Western Arkansas Youth Shelter, agency, holds an 'Emergency Residential Child Care Facility for 14 Children ages 0 to 18' License through the Arkansas Child Welfare Agency Review Board, with an effective date of 02/24/1998. Please see attached for a copy of the license. This agency has been providing Emergency Shelter for youth ages 10-18, at the current facility since 1984. B. Through this licensure, this agency agrees to limit emergency shelter services for DCFS custody youth to fourteen (14) days per child, unless approved in writing by the DCFS Specialized Services Unit prior to the 14th day. While this agency normally accepts youth beginning at age ten (10) due to programmatic constraints, if a child under the age of seven (7) years is in residence with DCFS approval, this agency shall seek DCFS approval for the child to remain in residence beyond ten (10) days. In addition, any referred youth who is under the age of 13 shall be accepted only with special permission from the Department of Human Services. C. It is the intent of this agency to continue to hold an Emergency Residential Child Care Facility license in accordance with Arkansas regulations for the duration of this contract. 2. Referrals <ol style="list-style-type: none"> A. Western Arkansas Youth Shelter shall be available to accept DCFS referrals upon the start date of the proposed contract, July 1, 2024. B. Western Arkansas Youth Shelter shall continue to be available 24 hours a day, 7 days a week, to receive requests for referrals and to accept DCFS emergency placements according to agency policies. C. This agency intends to reserve two (2) beds for DCFS referrals, and shall accept into a DCFS funded slot only youth who are referred by or in the custody of the Department of Human Services, Division of Children and Family Services, according to agency and DCFS admission policies. If a DCFS funded slot is available, this agency shall not refuse a DCFS referral of a client who meets the admission criteria of DCFS and this agency. <p>If a DCFS-funded slot is available, this agency agrees to accept all DCFS referrals, including but not limited to: children and youth ages 10-18, with approval obtained from DCFS Assistant Director of Field Operations or their designee for any child age 12 or younger; children who are abused and/or</p> 	5 points

INFORMATION FOR EVALUATION

neglected; children who have emotional or behavioral problems.

D. DCFS referred children who are NOT acceptable for admission to this agency's facility include: a child whose medical needs cannot be met in this agency's facility; a child who is displaying extreme aggressive behavior at the time of admission; a child who is intoxicated at the time of admission; a child who is an adjudicated sex offender.

3. Intake

A. Western Arkansas Youth Shelter shall, within ten (10) days of admission to the facility, complete an intake study which consists of demographic information of the child and parent(s), if available, including name, address, birthdate, gender, race, religious preference; description of the circumstances requiring placement, brief social history of the family; current legal status / custody of the child; and history of previous placements. The facility will rely on the DCFS Caseworker making the placement for verification of this information.

B. Western Arkansas Youth Shelter shall, within 72 hours of admission to the facility, complete an assessment and individualized case plan which includes the reason for the child's entry into foster care, information regarding past trauma experienced by the child, current mental health needs of the child, and information regarding health issues / needs of the child.

4. Health and Safety

A. Western Arkansas Youth Shelter proposes a program which provides for the health needs of the child, both physical and mental. The facility shall cooperate in scheduling of doctor, dentist, or eye appointments and providing transportation to the appointments within the agency's local area. Records of any medical treatment provided shall be maintained by the facility, including symptoms, physician / health professional's name and address, diagnosis, prognosis, treatment plan, and a record of compliance with the doctor's orders.

B. Western Arkansas Youth Shelter recognizes the importance of caring for the mental health needs of the child, and maintains relationships with licensed mental health agencies to provide for the mental health needs of the children in residence. The facility shall coordinate transportation to the children's mental health appointments in cooperation with the DCFS Caseworker making the placement.

C. Western Arkansas Youth Shelter shall maintain the Medical Passport for each child in residence, when the Medical Passport is provided to the facility by the referring DCFS Caseworker. Facility staff shall document receipt of the Passport or, if Passport is not received, shall document date of request of the Passport from the referring DCFS Caseworker.

D. Western Arkansas Youth Shelter staff providing transportation for DCFS custody children shall possess a valid driver's license, according to agency policy.

E. All facility staff receive Mandated Reporter training as part of their orientation, and shall notify the Child Abuse and Neglect Hotline of all cases of suspected child abuse or neglect. When a Hotline report is made regarding a child in DCFS custody or referred by DCFS, facility staff shall notify DCFS of the report by the next business day.

F. This agency shall report incidents involving DCFS youth in residence according to DHS Incident Reporting Policy 1090, and shall educate employees providing care for youth regarding the requirements of the policy.

G. In the event of a DCFS custody youth committing a delinquent act, the facility shall pursue all legal remedies, including filing of criminal charges against the youth, except in cases where it is determined that the filing of such

INFORMATION FOR EVALUATION

charges shall be detrimental to the therapeutic treatment of the child.

H. Western Arkansas Youth Shelter will provide appropriate services as needed to victims of human trafficking and/or undocumented youth referred for care by DCFS.

5. Education

Western Arkansas Youth Shelter, in conjunction with the County Line School District, provides on-site education for children in residence, according to state law and Department of Education guidelines. Educational records describing educational plans complying with state law and regulations shall be maintained for each child, including progress made toward implementation of the educational plan.

6. Progress Reports

Western Arkansas Youth Shelter shall provide a progress report on a weekly basis on each DCFS custody youth in residence. The report shall be provided to the referring DCFS county office. In addition, a monthly progress report shall be provided to the Specialized Services Unit Manager by the 10th working day of the month for the preceding month, for each DCFS custody youth in residence.

7. Discharge

A. Western Arkansas Youth Shelter shall comply with requirements regarding planned discharge of DCFS clients from the facility, including the following:

Within five (5) days of admission, agency staff shall work in conjunction with the referring DCFS County Office to develop and have in place a plan for transition of the child into a family setting. In cases where such a transition plan is not developed within 5 days, a transition plan shall be developed within 10 days to ensure the child is discharged into a family setting, if feasible.

Facility staff shall prepare a discharge summary, to be submitted to the DCFS County Office at least 10 days prior to the discharge date, which contains a description of the reasons child was admitted to the facility, educational services provided / needed, visitation with family or DCFS Caseworker, medical services obtained, legal problems, social behavior, mental health services received by child, summary of continued problem areas, serious incidents which may be reported in the media, and a recommendation for placement and future services.

B. Regarding unplanned or emergency discharges, Western Arkansas Youth Shelter shall coordinate with DCFS prior to discharging a child in the following circumstances: if the child becomes a danger to him/herself or to others and has been assessed as Acute; or a court of competent jurisdiction orders removal of the child.

C. Western Arkansas Youth Shelter shall make every effort to coordinate with and obtain prior approval from DCFS in the case of emergency discharge. Law enforcement shall be notified to request removal of a child who is posing a serious threat to the safety of other residents or staff and has been assessed as acute, if attempts to contact DCFS staff are not successful. If this step is taken, documentation shall be provided to DCFS regarding the specific behavior supporting the removal of the child from the premises, or a copy of the court order removing the child.

D. Western Arkansas Youth Shelter shall contact by phone as soon as possible, and no later than the next working day, the Specialized Services Unit to notify of the discharge.

INFORMATION FOR EVALUATION

<p>A. Incorporated in 1976 as a private, non-profit, community-based youth service organization, Comprehensive Juvenile Services, Inc. (CJS), began serving non-residential clients in January 1977. Recognizing the need for emergency shelter for youth, CJS opened the Western Arkansas Youth Shelter in 1984, serving at-risk, delinquent, and dependent neglect youth whose circumstances necessitated removal from the family home.</p> <p>CJS is governed by a 25-member Board of Directors representing the six counties served by the agency, Sebastian, Crawford, Logan, Scott, Polk and Montgomery, and representing the fields of education, health care, churches, county government and private business.</p> <p>CJS has a total of 42 employees, 16 of which are employed at the Western Arkansas Youth Shelter, with 10 of the shelter direct care workers being full-time equivalent employees. The direct care workers, full-time and part-time, have been working carrying out the provisions of the current DCFS Emergency Shelter Contract for the last 7 years.</p> <p>The current shelter facility is located in the former Cecil School building, built in 1930 and renovated into a shelter facility in the late 1970s. The shelter consists of a boys' resident hall (three rooms with two beds each) and a girls' resident hall (four rooms with two beds each). The building also has an administrative area in the front consisting of two offices, a classroom area, a dining area, kitchen, living room/common area, medication room and food pantry. All common areas of the shelter are monitored with closed circuit video surveillance (residents' individual rooms and bathroom areas are not the subject of video surveillance). The Western Arkansas Youth Shelter has a square footage of approximately 6800 square feet. See attached pictures.</p> <p>In addition to providing the basic needs of a safe, warm bed, nutritious meals, clothing, hygiene products, medical screening, education, transportation, assessment, coordinated case management, and counseling as needed, life skills classes/groups are provided in efforts to prepare youth for life outside a shelter or foster home environment. The life skills groups are conducted by shelter staff on a weekly or bi-weekly basis. Recreational outings are also provided on a regular basis, when staffing allows for proper supervision of youth outside the shelter. On-site educational services are provided for all youth eligible to be enrolled in the County Line School District. These educational services allow for one-on-one work with the youth who often come into care behind in academics due to the trauma they have experienced in their young lives.</p> <p>In addition to the funds generated by the DCFS contract for Emergency Shelter, Comprehensive Juvenile Services is a Division of Youth Services contract provider of community-based youth services for at-risk, delinquent and FINS youth residing in the six-county service area that consists of the counties of Sebastian, Crawford, Logan, Scott, Polk and Montgomery in western Arkansas. These contract funds allow for serving youth who are not in DCFS custody, referred by the court or by the families of the youth.</p> <p>Another source of revenue for CJS is a Runaway and Homeless Youth Basic Center Grant through the Federal Family & Youth Service Bureau of the Administration for Children & Families of the Department of Health & Human Services. The Basic Center grant provides funds for working with runaway and homeless youth who are often victims of human trafficking. These youth find their way to Arkansas after running away or otherwise leaving their homes which can be anywhere in the United States. Our job is to provide a safe environment up to 21 days while working toward reuniting the youth with family. The reunification efforts may include providing public transportation to the youth's home state.</p>	5 points
E.3 EXPERIENCE	
A. Attachment I – Client History Form completed and signed.	5 points
E.4 QUALIFICATIONS	

INFORMATION FOR EVALUATION

<p>A. Comprehensive Juvenile Services, Inc. (CJS), owner, and Western Arkansas Youth Shelter, agency, holds an 'Emergency Residential Child Care Facility for 14 Children ages 0 to 18 License' through the Arkansas Child Welfare Agency Review Board, with an effective date of 02/24/1998. Please see attached for a copy of the license. This agency has been providing Emergency Shelter for youth ages 10-18, at the current facility since 1984 and intends to continue as a licensed Emergency Shelter for the duration of the contract.</p> <p>Comprehensive Juvenile Services, Inc., (CJS) has successfully provided emergency shelter services through a community based contract with Arkansas Department of Human Services, Division of Youth Services since 1984. In addition to emergency shelter, the contract allows CJS the responsibility to provide casework, mentoring, parenting classes, mental health, residential treatment, sanction services, and aftercare services to the delinquent and at risk youth and their families who reside in Sebastian, Crawford, Polk, Montgomery, Logan and Scott Counties.</p> <p>CJS is currently a contractor with the Department of Human Services, Division of Children and Family Services. In addition, CJS has maintained a license to provide emergency shelter care for minor youth, age 0 to 18, effective 02/02/1998. The license is granted and monitored by the Arkansas Department of Human Services, Division of Child Care and Early Childhood Education. CJS has continually met or exceeded the minimum licensing requirements established by the Child Welfare Agency Review Board and the Arkansas Department of Human Services.</p> <p>In addition to the DYS community based contract, CJS is currently administering a Federal Basic Center grant to provide emergency shelter services to local and out of state runaway and homeless youth. This competitive grant was awarded by the Department of Health and Human Services, Administration for Children and Families. The services include: 24 hour accessible emergency shelter care, food, clothing, hygiene items, transportation, casework, individual and family counseling, educational services, recreational services, discharge planning and follow up once the youth exits the shelter. CJS has successfully administered the Basic Center Program Grant for Runaway and Homeless Youth for the past 30-plus years and continues to remain in compliance as documented in the performance reviews.</p>	<p>5 points</p>
<p>B. Comprehensive Juvenile Services, Inc., (CJS) has successfully provided emergency shelter services through a community-based contract with Arkansas Department of Human Services, Division of Youth Services, since 1984. Since opening the shelter in 1984, over 5,000 at-risk, delinquent, and FINS youth have received emergency shelter care at the Western Arkansas Youth Shelter.</p> <p>In 2017, CJS entered into a Department of Human Services, Division of Children and Family Services contract to provide emergency shelter for children in the custody of DCFS due to dependent neglect status. The unduplicated count of DCFS custody children served at the Western Arkansas Youth Shelter since July 1, 2017 is 141.</p>	<p>5 points</p>
<p>C. Janice Justice, Executive Director of Comprehensive Juvenile Services and Administrator of the Western Arkansas Youth Shelter, provides the supervision of all shelter activities and personnel. Janice holds a Bachelor's Degree in Business Management and has over 40 years of experience in various administrative aspects of the agency, providing supervision of the shelter activities for the last 18 years.</p> <p>Amanda Sumpter currently serves as Assistant Administrator of the Western Arkansas Youth Shelter, having served as Interim Manager since May of 2023, following the resignation of the former Shelter Manager. Amanda has four years of experience as a Direct Care Worker, and previously served as the Weekend/Evening Supervisor since June 2021. Amanda will assist with completion of intake studies, case plans, progress reports, and all other requirements of providing emergency shelter care for DCFS children.</p> <p>Sam Dorrrough currently serves as Residential Caseworker, a position which he</p>	<p>5 points</p>

INFORMATION FOR EVALUATION

<p>filled in February 2024 after serving as a Direct Care Worker since the fall of 2023. Sam holds a Bachelor of Arts Degree in Criminal Justice, and was a former employee of the State of Arkansas, Department of Human Services, Division of Children and Family Services, Child Care Licensing, and State Police, in various capacities before his retirement from the State. Sam will assist with completion of intake studies, case plans, progress reports, and other requirements of providing emergency shelter care for DCFS children.</p> <p>David Bergstrom serves as the Social Services Director for the Western Arkansas Youth Shelter, supervising placement activities and casework services for the agency. David holds a Bachelor of Science Degree in Business Administration in Human Resource Management, and has 25 years of experience in casework and supervision with Comprehensive Juvenile Services.</p> <p>All staff employed by the agency undergo and must pass successfully background checks with the Arkansas Child Maltreatment Central Registry, Arkansas State Police Identification Bureau, FBI, Arkansas Adult Abuse Registry, and must pass a pre-employment drug screening prior to employment.</p>	
E.5 PROJECT MANAGEMENT, ORGANIZATION, AND STAFFING	
<p>A. Detail of intended project management and project control methods. Clearly explain the following:</p>	
<p>1. How the Prospective Contractor proposes to manage the project and control project activities</p> <p>The Western Arkansas Youth Shelter shall have staff available on a 24-hour-a-day, 7-days-a-week basis to answer calls and receive requests for referrals of DCFS custody youth, and to accept appropriate referrals for admission whenever bed space funded by the DCFS contract is available. The Administrator, Assistant Administrator and Social Services Director shall be on call 24/7 to ensure the needs of the children are met at all times.</p> <p>Western Arkansas Youth Shelter shall, within ten (10) days of admission to the facility, complete an intake study which consists of demographic information of the child and parent(s), if available, including name, address, birthdate, gender, race, religious preference; description of the circumstances requiring placement, brief social history of the family; current legal status / custody of the child; and history of previous placements. The facility will rely on the DCFS Caseworker making the placement for verification of this information.</p> <p>Western Arkansas Youth Shelter shall, within 72 hours of admission to the facility, complete an assessment and individualized case plan which includes the reason for the child's entry into foster care, information regarding past trauma experienced by the child, current mental health needs of the child, and information regarding health issues / needs of the child.</p> <p>The facility shall cooperate in scheduling of doctor, dentist, or eye appointments and providing transportation to the appointments within the agency's local area. Records of any medical treatment provided shall be maintained by the facility in the Medical Passport, including symptoms, physician / health professional's name and address, diagnosis, prognosis, treatment plan, and a record of compliance with the doctor's orders. Western Arkansas Youth Shelter recognizes the importance of caring for the mental health needs of the child as well, and maintains relationships with licensed mental health agencies to provide for the mental health needs of the children in residence. The facility shall coordinate transportation to the children's mental health appointments in cooperation with the DCFS Caseworker making the placement. Prior to employing Direct Care staff at the Western Arkansas Youth Shelter, a copy of each staff member's valid driver's license is obtained and filed in the personnel file, and an additional copy of the license is obtained each time the license is renewed. This practice ensures each</p>	<p>5 points</p>

INFORMATION FOR EVALUATION

<p>employee possesses and maintains a valid driver's license.</p> <p>In the event of requests for special placements of other target populations, this agency shall make every effort to follow guidelines and best practices to ensure compliance with DCFS requests for the special target populations.</p> <p>The Assistant Administrator and Residential Caseworker shall work together with the County Line School District personnel to ensure all eligible youth are enrolled in school and receiving educational services as mandated by State law and Department of Education guidelines, and in accordance with agency policy.</p>	
<p>2. Report progress</p> <p>The Assistant Administrator shall be responsible for submitting written weekly progress reports to the DCFS county office for each DCFS custody client. In addition, the Assistant Administrator shall, by the 10th working day of the following month, submit a written monthly progress report to the Manager of the Specialized Services Unit. These reports are composed utilizing information gathered from the daily shift logs, internal reports received from the direct care staff, and observed activities of the youth. Should a reportable incident occur at any time during the week, these incidents shall be reported according to the DHS Incident Reporting Policy and timeframes.</p>	5 points
<p>3. Maintain required staffing</p> <p>The Western Arkansas Youth Shelter maintains a staffing ratio of 2:14 at all times, and exceeds this ratio during the weekday daytime and evening shifts. This ratio exceeds the staff to client ratio of 1:9 during waking hours and 1:12 during sleeping hours mandated in the Minimum Licensing Standards for Emergency Residential Child Care Facilities.</p> <p>The Administrator is assisted with providing daily supervision of all shelter client activities by the Assistant Administrator and Residential Caseworker. The Assistant Administrator works the 7 AM to 3 PM weekday shift, and the Residential Caseworker works the weekday evening shift from 2 PM to 10 PM. All administrative staff members are on call 24/7 for emergency placements and other emergency situations.</p>	5 points
<p>4. Coordinate and report with DHS and other involved parties</p> <p>All CJS employees having direct contact with clients receive Mandated Reporter training. Each incident of suspected abuse or neglect is reported to the Child Abuse and Neglect Hotline, as required by state law and DHS policy. Notification of any incident involving DCFS custody children reported to the Hotline shall be reported to DCFS by at least the next business day.</p> <p>Any delinquent act committed by a youth in DCFS custody residing at the shelter shall be reported to law enforcement and legal remedies pursued, unless this action is contraindicated therapeutically for the welfare of the minor.</p> <p>CJS shall comply with all reporting requirements of DHS, DCFS, and other funding sources.</p>	5 points

Attachment I

Client History Form

RFP # 710-24-0016

Client History Form

Instructions: This form is intended to help the State gain a full understanding of each Respondent's experience providing emergency shelter services. This form **must** be accurately completed and signed by the same signatory who signed the Response Signature Page (please see final page below).

The State reserves the right to verify the accuracy of responses by contacting any of the listed clients; therefore, all applicable clients **must** be listed. For purposes of this form, the "client" is not an individual, but the entity which held the contract. By way of explanation, in the Contract resulting from this RFP, Arkansas's DHS will be the client. For each listed client, Respondents **must** include the client entity's name, address, and phone number. Additionally, Respondents are encouraged to provide an individual's contact information for a person at the client entity who is knowledgeable of the named project. If the State contacts the clients listed, the State reserves the right to either contact the listed individual and/or another person at the client entity. Omission of a relevant client will constitute a failure of form completion.

The boxes below each prompt will expand if necessary. If there are no contracts which meet the definition, Respondent **must** state "none."

1. Please list three (3) clients where you served as the **Prime Contractor** for emergency shelter services in the past four (4) years. Client information as described above must be included.

Arkansas Department of Human Services
Division of Children and Family Services
700 Main Street
P.O. Box 1437, Slot S560
Little Rock, AR 72203
Tiffany Wright, Director
501-682-8433

Arkansas Department of Human Services
Division of Youth Services
700 Main Street
P.O. Box 1437, Slot S503
Little Rock, AR 72203
Michael Crump, Director
501-573-3430

Community Service, Inc.
P.O. Box 679
Morrilton, AR 72110
Susan Okroglic, President/CEO
501-354-4589

2. Please list three (3) clients where the **Proposed Subcontractor** served as the prime contractor for emergency shelter services in the past four (4) years. Client information as described above must be included.

N/A

Authorized Signature: Janice K. Justice
(Use Ink Only)

Title: Executive Director

Printed/Typed Name: Janice K Justice

Date: 02/20/24

THE ARKANSAS CHILD WELFARE AGENCY REVIEW BOARD

In cooperation with



The Arkansas Department of Human Services'
Division of Child Care and Early Childhood Education



Certifies that

Comprehensive Juvenile Services, Inc.

Owner

Western Arkansas Youth Shelter

Agency

116 HWY 96 W

CECIL, AR 72930

Is hereby issued Residential license #: 141

FOR THE PURPOSE OF OPERATING, IN THE STATE OF ARKANSAS, THE FOLLOWING:

Emergency Residential Child Care Facility FOR 14 CHILDREN AGES 0 TO 18

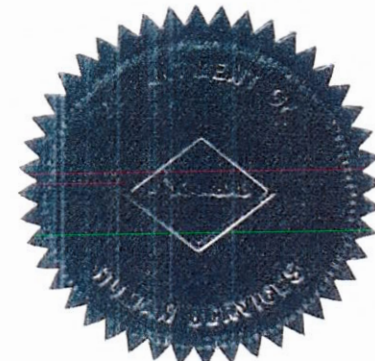
THIS IS A REGULAR LICENSE WITH AN EFFECTIVE DATE OF 02/24/1998 AND WILL REMAIN IN EFFECT UNLESS
THERE IS A STATUS CHANGE.

In Witness whereof



Chairman, Child Welfare Agency Review Board

Effective: 02/24/1998



THE ARKANSAS CHILD WELFARE AGENCY REVIEW BOARD

In cooperation with



The Arkansas Department of Human Services'
Division of Child Care and Early Childhood Education



Certifies that

Comprehensive Juvenile Services, Inc.

Owner

Comprehensive Juvenile Services

Agency

1606 SOUTH J STREET

FORT SMITH, AR 72901

Is hereby issued Child Placement license #: 145

FOR THE PURPOSE OF PROVIDING, IN THE STATE OF ARKANSAS, THE FOLLOWING SERVICES:

Residential Placement

Foster Care

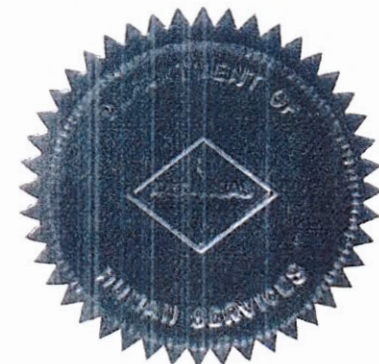
THIS IS A REGULAR LICENSE WITH AN EFFECTIVE DATE OF 02/24/1998 AND WILL REMAIN IN EFFECT UNLESS
THERE IS A STATUS CHANGE.

In Witness whereof



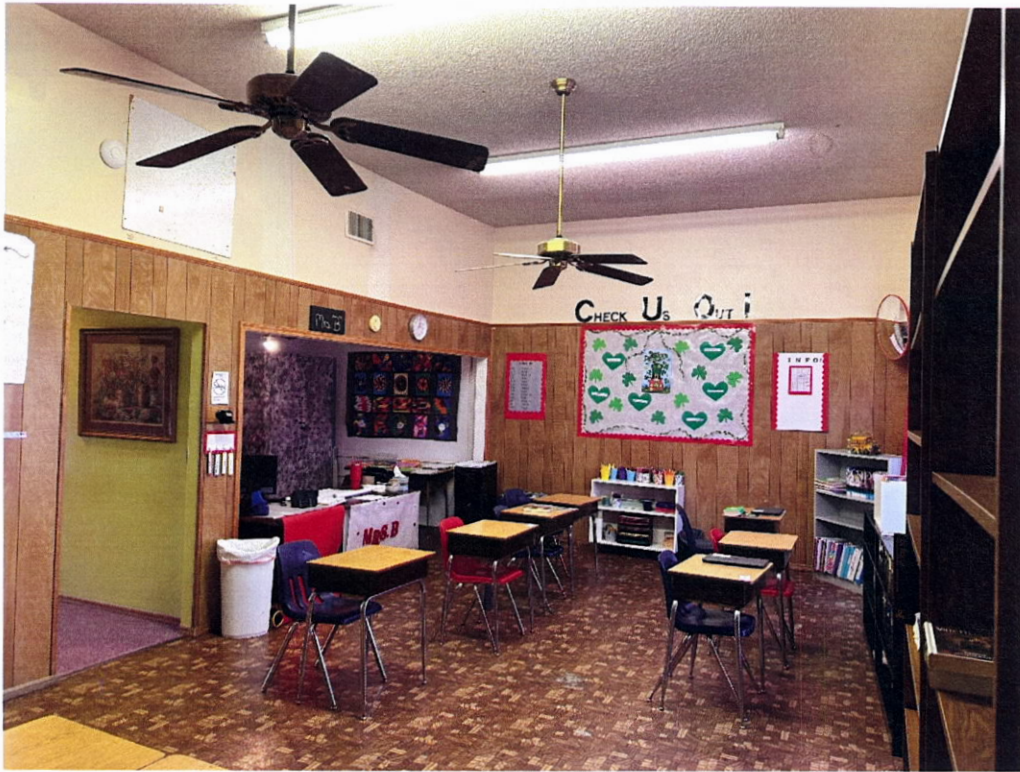
Chairman, Child Welfare Agency Review Board

Effective: 02/24/1998



Western Arkansas Youth Shelter
116 Hwy 96 West, Cecil, AR 72930





Classroom



Living Room



Bedrooms