

TECHNICAL PROPOSAL PACKET
SP-19-0054

PROPOSAL SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:			
Address:			
City:		State:	Zip Code:
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input type="checkbox"/> Nonprofit
Minority Designation: <small>See Minority Business Policy</small>	<input type="checkbox"/> Not Applicable <input type="checkbox"/> African American	<input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic American	<input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Woman <input type="checkbox"/> Service Disabled Veteran
	AR Minority Certification #: _____	Service Disabled Veteran Certification #: _____	
PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
Contact Person:		Title:	
Phone:		Alternate Phone:	
Email:			
CONFIRMATION OF REDACTED COPY			
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input 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 Bid Solicitation for additional information.</i>			
ILLEGAL IMMIGRANT CONFIRMATION			
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.			
ISRAEL BOYCOTT RESTRICTION CONFIRMATION			
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract. <input type="checkbox"/> Prospective Contractor does not and will 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 *Bid Solicitation* **will cause the Prospective Contractor's proposal to be disqualified.**

Authorized Signature: _____ Title: _____
Use Ink Only.

Printed/Typed Name: _____ Date: _____

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.

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 – GENERAL INFORMATION	
E.1 General Information	
A. Describe how your organization will address DYS core beliefs and treatment model as described in the RFP.	5 points
B. Describe your organization’s past history and experience serving the following populations of juveniles: <ul style="list-style-type: none"> • ages 18-20 • ages 10-17 • transsexual and gender non-conforming 	5 points
C. Describe your organization’s past history and experience serving the following populations of juveniles: <ul style="list-style-type: none"> • with a full-scale IQ below sixty-five (65); • with other developmental disabilities (e.g. autism spectrum disorder, traumatic brain injury, and fetal alcohol spectrum disorder) • with physical, neurological, or sensory disabilities requiring special accommodations • with disabilities that impact learning (e.g. attention deficit-hyperactivity disorder, intellectual disability, dyslexia, dyscalculia, and dyspraxia) • for whom English is not their native language 	5 points
D. Describe your organization’s past history and experience serving the following populations of juveniles: <ul style="list-style-type: none"> • with moderate to severe psychological disorders; • with moderate to severe medical disorders or conditions; and • severely behaviorally challenged, including youth presenting serious risk of harm to themselves and/or others 	5 points

<p>E. Describe the methods and practices your organization proposes to use to rehabilitate behaviorally challenged juveniles in each of the facilities as outlined in the DYS Residential Treatment Facilities table in section 2 in the RFP.</p> <ul style="list-style-type: none"> • Include any data demonstrating the success of those methods and practices both within your own programs and in the nation at large. 	<p>5 points</p>
<p>F. Describe your organization’s past success in rehabilitating behaviorally challenged juveniles within four (4) to twelve (12) months, including average length of stay and recidivism rate (re-incarceration within six (6) months after release) for target populations identified in the RFP.</p>	<p>5 points</p>
<p>G. Describe your organization’s past history and experience in securing and maintaining accreditation under ACA, CARF, or other relevant national standards.</p>	<p>5 points</p>
<p>H. Describe your organization’s methods and practices to meet or exceed the standards set by the ACA, CARF, or other accrediting body. Provide a plan that includes timelines and benchmarks to achieve accreditation if not already in place.</p>	<p>5 points</p>
<p>I. Describe your organization’s data collection and reporting methods regarding your programs and the juveniles you serve including:</p> <ul style="list-style-type: none"> • measurements of program integrity • effectiveness • compliance with treatment plans • outcome measurements • client/stakeholder satisfaction • any others 	<p>5 points</p>
<p>E.2 FACILITY USAGE</p>	
<p>E.2 Facility Usage</p>	
<p>A. Describe the proposed use of facility space, buildings, and grounds owned by the state.</p>	<p>5 points</p>
<p>B. Describe your organization’s experience and methods in complying with and adapting to changes in facility maintenance standards, including:</p> <ul style="list-style-type: none"> • Arkansas Building Authority • Commission on Accreditation of Rehabilitation Facilities (CARF) • American Correctional Association (ACA) • Prison Rape Elimination Act (PREA) • any applicable state or national standards 	<p>5 points</p>
<p>E.3 SAFETY AND SECURITY</p>	
<p>E.3 Safety and Security</p>	
<p>A. Describe in detail your organization’s experience, practice, and methodology in establishing and maintaining safety, security, and behavioral control, and include how that practice differs among different populations of youth.</p>	<p>5 points</p>

B.	Describe any circumstances which, based on your organization’s past history and practice, may prompt a request for DYS to remove or exclude a juvenile client from your facility or program.	5 points
C.	Describe your organization’s past practice and methods with respect to behavior modification, discipline, incentives and sanctions, and similar interventions with juvenile clients.	5 points
D.	Describe your organization’s past practice and methods with respect to use of restraints, individual segregation and isolation, chemical restraint, and similar interventions with juvenile clients.	5 points
E.	Describe your organization’s methods of root cause analysis and response in the case of each of the following: <ol style="list-style-type: none"> 1. Seminal incidents, including but not limited to any incidents resulting in or creating substantial risk of client escape, severe injury, or death 2. Substantiated reports of child maltreatment 3. Criminal investigations resulting in probable cause finding and/or conviction 4. Findings of substantial or widespread noncompliance with contractual, statutory, or regulatory requirements 	5 points
F.	Provide a sample copy of a juvenile handbook which your organization has used or disseminated in other facilities or programs.	5 points
G.	Describe the proposed grievance process for juveniles served in your organization’s facilities.	5 points
H.	Describe in detail your organization’s experience, practice, and methodology to ensure no unlawful discrimination is allowed at the facility, to address allegations of discrimination, and to ensure actions taken by the facility are not arbitrary or capricious with respect to the juveniles served.	5 points
I.	Describe the proposed plan to ensure juveniles at the facility have fair, reasonable, and appropriate access to programs and services. <ul style="list-style-type: none"> • Include an explanation of circumstances in which access to programs and services may be limited or restricted. 	5 points
J.	Describe the proposed plan to ensure juveniles can make and receive phone calls, and that calls to caseworkers and legal counsel are not monitored.	5 points
E.4 EDUCATION		
E.4 Education		
A.	Describe your organization’s methods and practices proposed to implement a comprehensive learning environment that is shared and supported by local stakeholders.	5 points
B.	Describe the proposed plan to ensure a nurturing and sustaining school culture for the following: <ul style="list-style-type: none"> • conducive safe environment • policies and procedures • organized physical classroom layout • managing student behavior 	5 points
C.	Describe the proposed plan for progress in instructional outcomes utilizing: <ul style="list-style-type: none"> • human capital 	5 points

<ul style="list-style-type: none"> • fiscal resources • technological resources 	
<p>D. Describe your organization’s methods and strategies to provide individualized learning experiences.</p>	5 points
<p>E. Describe your organization’s experience, methodology, strategies and methods to educate juveniles with learning disabilities and other special education needs.</p>	5 points
<p>F. Provide a school day schedule which aligns with Arkansas Department of Education standards.</p>	5 points
<p>G. Describe your organization’s experience, methodology, strategies and methods to provide vocational education and career readiness opportunities.</p>	5 points
<p>H. Describe your organization’s experience, methodology, strategies and methods in providing online general education curriculum.</p>	5 points
E.5 TREATMENT AND CASE MANAGEMENT	
E.5 Treatment and Case Management	
<p>A. Describe in detail your organization’s experience, practice, and methodology for addressing, treating, and preventing trauma to juveniles at the facility, include:</p> <ul style="list-style-type: none"> • strategies for incorporating trauma-informed care in educational and therapeutic programming • physical environment • behavior modification practices • other aspects of care that affect quality of life 	5 points
<p>B. Describe the proposed gender-specific programming required in the RFP; include programs for males and females.</p>	5 points
<p>C. Describe the proposed method and practice with respect to placement and discharge planning for juveniles at the facility, including, at a minimum, the methods to ensure each of the following in every case:</p> <ol style="list-style-type: none"> 1. detailed, accurate, and individualized progress reports are disseminated every month to involved parties 2. adequate notice is given to DYS, the juvenile, the family, and the community-based provider of changes to the anticipated discharge date 3. clinically informed recommendations are included in the discharge summary with respect to community-based and outpatient treatment, safety planning, educational or vocational services, and supervision needs 	5 points
<p>D. Describe your organization’s history and capacity to enter partnerships with community organizations to provide program enhancements for youth in the facility.</p>	5 points
<p>E. Describe your organization’s experience, practice and methodology for promoting family engagement in achieving goals and outcomes specified in the juvenile’s master treatment plan.</p>	5 points

E.6 STAFFING	
E.6 Staffing	
A. Describe your organization’s practice and methodology to ensure universal, consistent, and up-to-date training for staff with respect to evidence-based practices, and established standards, procedures, and protocols in providing care and maintaining safety and security at the juvenile facility.	5 points
B. Provide experience and credentials of each key staff member. Identify by title, job duties, and required qualifications, the staff member(s) who will be responsible for engaging with designated community-based providers in the development of aftercare plans for youth, include those responsible for developing recommendations for outpatient treatment, services, and supervision after discharge from the facility. (See RFP section 7.1)	5 points
C. Describe your organization’s practice and methodology to ensure direct-care and unit staff adheres to training, procedures, and protocol with respect to: <ul style="list-style-type: none"> • Supervision • Intervention • Treatment • Documentation • Other security and control matters 	5 points
D. Provide self-audits and other data demonstrating your organization’s history of compliance with established security procedures and protocols.	5 points
E. Provide your proposed annual training schedule which outlines the requested training hours and skill sets.	5 points
E.7 IMPLEMENTATION	
E.7 Implementation	
A. Provide an implementation plan, identifying key roles, dates, and other pertinent information that shows how your organization will ensure an efficient and complete transition of management from DYS to your organization within the specified implementation time frame. Contractor’s implementation plan should include Contractor’s plan to give consideration to current DYS employees in good standing during the hire process.	5 points