

MAINTENANCE AND REPAIR	
1.	Page 23 of 65: 6 C. Says bidder will be responsible for repairing damage due to pest infestation. Does that mean damage due to termites? No, "termite" is separate from "pest". See section 4.6, pg. 23, #3 of the RFP.
2.	Page 23 of 65: 6 F. Says bidder is responsible for repair to fire/smoke, and security alarms. These are installed as part of the building and only the company which DYS paid to install them can repair them. These people come from Little Rock or Memphis. Labor and travel often exceed \$1,000-\$3,000 to repair even minor items. Is the bidder responsible for these on-going costs? Yes, see section 4.6, pg. 23, #6 F of the RFP.
3.	Page 23 6 G. The roofs at both Harrisburg and Colt 18 and 20 years old respectively and are in disrepair and in need of replacement. Until such time as the roofs are replaced is the bidder responsible cost for on-going repairs? See addendum for 4.6.6.G
4.	Page 23 6 G: No mention is made of power generators at Colt and Harrisburg which were purchased and installed by DHS from vendors from outside of Northeast AR. These are the only maintenance people who can work on these items. Trip and labor charges to repair or service these generators routinely runs in excess of \$1,000 and sometimes in excess of \$3,000. Is the bidder responsible for these services and repair charges? Yes, see section 4.6.6.A of the RFP.
Page 25-65 TRANSPORTATION	
5.	Who is responsible for transporting the youth to the facility? See addendum for section 5.4.1.
6.	Who is responsible for transporting the youth home when youth is discharged? See addendum for section 5.4.1.
7.	Is there a limit on how far a bidder has to transport a youth to court, medical appointment, to or from the facility etc? If the youth has to go to court over 200 miles away, is the bidder responsible for transporting the youth to a court hearing? See addendum for section 5.4.1.
8.	If a youth has completed the program and is returning home, if the bidder has to transport are you still requiring 2 staff to transport a youth home? See section 5.4.5 of the RFP.
EDUCATION	
9.	Page 34 of 65: 6.7 #5. What is the list of core courses that ADE currently requires be taught on site? Refer to section 2.2.3 of the RFP under smart core curriculum.
10.	Page 35 of 65: 6.9 7-9 The average Length of Stay at Colt and Harrisburg is less than 8 months and most youth arrive in the middle of a semester and may only be on campus one full semester and often less. It would appear that the programs which meet ANSI standards outlined in 7-9 would require several semesters to complete and would most likely not be available in the youth's home community to continue if he enrolled for just one semester while in our facility. Please provide some additional guidance of what type of vocational training you are requiring we offer for youth who are age 16-18 and have a Length of Stay of stay of 4-10 months The completion of the program is a goal, but is not a requirement.
11.	What is meant by "Machinery and transportation Equipment Manufacturing"? See addendum for section 6.9.7.c
12.	What is meant by "Food Manufacturing"? See addendum for section 6.9.7.d
13.	Proposal refers to "Computer programs/Repair" as a vocational offering; however, the cost proposal refers to "Network Cabling/Utilities" as a vocational Program. Which one of these vocation programs are you requiring? See addendum for official price sheet.
THERAPY & TREATMENT SERVICES	
Page 42-65	7.1 TREATMENT PLACEMENT #2 Says "bidder shall accept every juvenile designated

State of Arkansas

SP-15-0053

Questions & Answers

by DYS to reside at the facility limited only by bed availability”.
14. There is no target population criteria listed for the RFP and no identifying information of what type of youth will be placed in the program? See addendum for 3.11.
15. What ages of youth will be placed in the Harrisburg and Colt programs? See addendum for 3.11.
16. Currently youth with IQ of less than 65 are not placed in Harrisburg and Colt programs, will that limit continue? See addendum for 3.11.
17. Currently if a youth is not capable of feeding or bathing themselves they are not placed in the Harrisburg and Colt program. Will that limit continue? See addendum for 3.11.
18. Currently youth who are actively psychotic or actively suicidal are not placed in the Harrisburg and Colt program. Will that limit continue? See addendum for 3.11.
19. Currently youth who have previously AWOLed from a more secure facility or from a similar facility are not allowed to be placed in a less secure facility. Will that limit continue? No, Electronic monitoring makes this previous requirement irrelevant for the new contract.
20. Currently if a youth has not yet reached age 18 they can be admitted to the HJTC/CJTC facility and the youth may stay past his 18 th birthday if he is making progress. Will that continue under this contract since he will be in contact with youth under age 18? See addendum for 3.11.
21. Is there any committing offense that would prohibit a youth from being referred to HJTC or CJTC? See addendum for 3.11.
[Medical Screening 7.10]
22. Does this section mean the youth is to have a health SCREENING or an EXAM within 24 hours? See addendum for section 7.10
23. The section is termed medical screening (above) however it says “the bidder SHALL within 24 of intake conduct a general medical and dental EXAM”. According to American Correctional Association standards a health trained staff can conduct a screening; however, by medical standards only a licensed physician or nurse practitioner can conduct an EXAM. It would be virtually impossible to get a newly admitted youth in to see a doctor and dentist in the community within 24 hours. Also this youth has already received a health exam during the DYS intake process before the youth arrives at our facility. See addendum for section 7.10
MEDICAL
8.1 GENERAL
2. Says the bidder shall provide health care for each juvenile as part of the daily bed rate. Then #6 says bidder shall only request reimbursement for invoices that are not covered in the general daily healthcare services that are included in the daily bed rate cost.
24. Specifically, which health care services costs does the buyer want the bidder to include in the bed rate and what health services does the buyer want the bidder to invoice separately? See section 11 of the RFP.
25. Will any of the youth be covered by Medicaid for the cost of routine medical, dental, prescriptions coverage, or mental health services while they are in the facility? No.
26. What dental repairs are you requiring the bidder to provide to the youth? See addendum for section 8.1.1.
27. Specifically are we to complete all fillings the youth needs? See addendum for section 8.1.1.
28. If a tooth needs a root canal and cap are we assure that is done instead of pulling the tooth? See addendum for section 8.1.1.
29. If a youth needs his wisdom teeth removed are we to assure this is done and include the cost? See addendum for section 8.1.1.
30. If a youth has one or more teeth that are beyond repair and needs to be removed are we do provide any type of restoration if they have to be pulled?

State of Arkansas
SP-15-0053
Questions & Answers

[See addendum for section 8.1.1.](#)

TRAINING 9.7

31. 9.8 Says that within 30 calendar days following hiring and every 6 months thereafter additional training requirements for all staff must consist of forty hours....

I am not sure what this means. Does this mean within 30 days of hiring all staff have to have 40 hours training and then every 6 months all staff have to have 40 hours more of additional training? In other words this would be 40 hours the first 30 days plus 40 within 6 months and another 40 within next 6 months for a total of 120 hours in 13 months? This seems to indicate also that 40 hours every 6 months for all staff is required on an on-going basis.

American Correctional Association standards requires only direct services staff to have 120 hours of training the first year and 40 hours of training annually after that. Staff who are support, administrative, clerical etc are required to have 40 hours the first year and every year thereafter.

Please clarify..... how much training is required annually for all staff?

[See section 9.8 of the RFP: To clarify, one hundred twenty \(120\) hours within the first thirteen \(13\) months and eight \(80\) hours every year thereafter.](#)

COST PROPOSAL

32. The cost proposal is one sheet of paper. Is that one sheet of paper all we are to submit in the cost proposal? (If I complete all the boxes on the one sheet that says "Cost Proposal Official Price Sheet" for each Juvenile Treatment Center for which I submit a proposal does that 1 sheet of paper meet all the requirements of a Cost Proposal?)

[Yes, the Official Price Sheet is in an excel workbook with seven \(7\) tabs, one \(1\) tab/sheet for each facility.](#)

33. If there is more we are to provide what else are we to provide? (If the answer to my 1st question is yes then I have no other question; however, if the the one sheet does not meet all the requirements then my 2nd question is.....If this one sheet does not meet all the requirements of a Cost Proposal please list what else should be included in the Cost Proposal.)

[The price sheets for each facility on which a vendor is bidding constitutes the entire cost proposal for the vendor.](#)

34. In the past, all DHS contracts required that cost and contracting rules associated with the DHS contract must follow guidelines as written in the "DHS Financial Guidelines for Purchases Services." This state manual states the following:

FINANCIAL GUIDELINES FOR PURCHASED SERVICES

Effective Date: May 31, 2011

The Financial Guidelines for Purchased Services (hereinafter referred to as Financial Guidelines) provides the rules and regulations governing financial control of purchase of services funds administered by the Department of Human Services (DHS), Office of Finance and Administration (OFA). The Financial Guidelines is applicable to all funding sources unless exceptions or additions appear in regulations governing specific funding sources.

Is the Department of Finance Administration (DFA) using the DHS Financial Guidelines for Purchases Services manual for this RFP to determine allowable costs and described financial requirements for this unit rate contract or are the funds associated with this RFP exempt from compliance with these regulations?

[The DHS Financial Guidelines for Purchased Services manual applies to existing contracts with vendors. It does not apply to an RFP which is seeking a new cost proposal. Refer to section 1.7 of the RFP page 6.](#)

35. page 35 number 9 under section 6.9- where can we find the requirements for a Career and Technical Permit from Arkansas Department of Education (ADE)?

We have contacted ADE and they say they do not issue such a permit.

[See addendum for section 6.9.9.](#)

36. The RFP states

Questions & Answers

9.1 FACILITY ADMINISTRATOR

1. The Facility Administrator **shall** be an experienced juvenile justice facilities administrator who is, or **shall** become knowledgeable of DYS's activities and who **shall** act as the primary liaison between successful bidder and DYS.

2. DYS **shall** have the right to interview and approve the Facility Administrator selected by the successful bidder to operate the facility. Successful bidder Facility Administrator **shall** have overall responsibility for directing all of successful bidder's activities hereunder, and **will** be vested with all necessary authority to fulfill that responsibility.

The Facility Director, not the Facility Administrator, is the on site supervisor of the program operations, however the Facility Director supervises the program/staff operation but does not have overall administrative authority related to contracting/budgeting, compliance with federal and state laws guidelines or the establishment of agency [vendor] policy and procedures. The Facility Director works under the authority of the Executive Director and is not the person authorized to contract with outside agencies. Only Executive Director and the Board of Directors of this agency [vendor] have the authority to enter into contracts and the Executive Director has the responsibility to oversee all contract requirements and compliance and is thus the primary liason with DYS or any other government agency. **Are you therefore saying that DYS has the authority under this contract to interview and decide who the Executive Director of this agency [vendor] will be?**

[See section 9.1.2 of the RFP. This requirement shall stand as written.](#)

37. THE RFP STATES:

3. DYS **shall** have the right to remove any personnel at the facility from their position at any time for any reason to be replaced with personnel having the same or better qualifications.

You seem to be saying that DYS will replace our employees and remove them from their job at your discretion. Our agency [vendor] finds this is illegal as we are a private corporation and the hiring and terminating authority of our employees is our responsibility as a private corporation. In addition, this process described above would violate ACA standards. ACA standards require that an employee would not be terminated without due process and without reason given to the employee as well an opportunity for the employee to have a hearing concerning this matter. This contract requirement would most certainly open our agency [vendor] up to not following its legal responsibilities, its own policy and procedures, as well as ACA standards.

If we are not able to agree with this requirement are you saying that you will not contract with our agency [vendor]?

[See addendum for section 9.1.3.](#)

38. 2.1 BACKGROUND

DYS emphasizes individualized rehabilitation services, trauma-informed interventions, restorative justice, and a family-centered approach to residential treatment. The Division requires its providers to be informed of and committed to this philosophy of care. The residential services covered by this contract are part of a larger continuum of services which include prevention services, community-based treatment, transition services, and reentry and aftercare supervision.

Since, 2.1 Background references community-based treatment does this follow under Act 321?

[\(Act 321 of 2013\) Arkansas Code clearly distinguishes Community Based Residential Programs from Community Based Providers See A.C.A. 25-10-134. Because this RFP deals solely with residential programs, Act 321 of 2013 \(9-28-704\) does not apply.](#)

39. 2.4 INFORMATION TECHNOLOGY ENVIRONMENT

Successful bidder **must** input, update, and maintain information in the Division's Information System database. The successful bidder **must**:

1. Ensure RiteTrack access is terminated immediately for those employees who leave the successful bidder's employment;
2. Notify DYS IT Systems Unit Manager or designee no more than twenty-four (24) hours after termination of an employee;
3. Notify DYS IT Systems Unit Manager or designee within seven (7) days of a new hire so that DYS IT Staff can provide information regarding RiteTrack training for new employees;
4. Adhere to a system of juvenile record keeping that complies with ACA standards and the DYS

Questions & Answers

Operational Standards and any amendments thereto governing the creation, management, storage, transmission and preservation of the record systems;

5. Conform to DYS Operational Standards requirements in form, content, and entry/storage/retrieval of automated systems;

6. Incorporate into its records management system any new systems developed by DYS and the Courts;

7. Utilize the designated DYS juvenile tracking and information system to track all juveniles within the facility;

8. Document and enter juvenile case services and treatment progress data/information in the designated DYS information system in a manner and timeframe that is consistent with DYS policy and procedure and/or written requirements.

Is notification of terminated employees for Rite Track Users only or all workers at the facilities?

[See section 2.4.3 of the RFP. Notification must be made for all Rite Track users.](#)

40. **3.7 AFTERCARE RECORDS**

The successful bidder **shall** provide a copy of all records and information necessary for development of the juvenile's aftercare plan to the designated aftercare provider at least (30) calendar days prior to discharge. Exceptions will be limited to those juvenile cases identified by DYS as requiring an alternate release time frame.

3. The successful bidder **shall** notify the aftercare worker of the established transfer date at least thirty (30) calendar days in advance of the discharge or, immediately, if there is any change in the transfer date.

The notification was 45 days prior to discharge why the change to 30 days for discharge?

[DYS program changes.](#)

41. **3.9 FACILITY TRANSFER AND INSPECTION**

Within ninety (90) days of following the start of any resulting contract the successful bidder and designated DYS personnel **will** complete a joint inventory of assets. As part of this joint review the successful bidder and such DYS personnel **will** inspect and document the condition of all identified assets. This inspection **will** include buildings, grounds, and infrastructure;

Capitalization thresholds for capitalizing assets are as follows:

1. Equipment \$5,000
2. Equipment – Low Value \$2,500 - \$4,999.99
3. Equipment – Low Value High Risk* - \$500 - \$2,499.99

* As determined by DYS assets that are easily susceptible to pilferage, for example, laptop computers, iPads, camera equipment, video equipment, printers, tools, cell phones, handheld radios, binoculars, etc. **shall** be immediately replaced at successful bidder's cost if they cannot be accounted for on any asset audit.

Why is an asset own by the Company part of Capitalization Assets?

[See addendum for section 3.9.](#)

Is the Division of Youth Service stating that all property is owned by them now?

No

42. The ownership to all non-expendable assets **shall** be vested with DYS at the time of purchase or transfer to the successful bidder for program use.

The facility **shall** maintain a listing of all assets for the program site in the form and manner required by DYS. Facility personnel **shall** cooperate with a periodic inventory reconciliation conducted by DYS personnel. Any time assets are discovered missing they **shall** be reported to DYS Chief Financial Officer within 8 (eight) hours.

The successful bidder **shall not** use any assets for any purpose except for the delivery of services identified in this solicitation.

When an asset has been determined to have outlived its useful life DYS Chief Financial Officer or Assistant Director of Residential Operations **must** be notified within twenty-four (24) hours.

Questions & Answers

Why is DYS Financial Officer or Assistant Director have to be notified of Agency [vendor] purchased equipment instead of just DYS equipment?

[See addendum for section 3.9.](#)

43. **4.1 LIBRARY**

Successful bidder **shall** maintain a functional library (coordinated media program), with a minimum of three (3) computers with multimedia/networking capacity, inside the school that will appropriately support juveniles' academic assignments, personal interests, and other developmental or life skills resources which are appropriate for juvenile educational, informational and recreational activities involvement.

This coordinated media program **shall** be provided by the successful bidder in order to make a wide range of media accessible to both teachers and students. The media program **shall** provide for the receiving, storing, retrieving, and displaying of information in all forms both in the media center and in other appropriate locations throughout the facility.

The media program **shall** be developed in such a way as to support instruction and enable staff to become technologically prepared. The media collection **shall** contain a balance of print, non-print, and electronic media adequate to meet the needs of the students and staff at each facility. The minimum book collection in the media center **shall** be three thousand (3,000) volumes (exclusive of textbooks), or at least eight (8) books per student, whichever is smaller.

Does the Division of Youth Services realize that residential juvenile offender program's (RJOP'S) were not built for Media Room in our library or room for 3000 books and buildings and the buildings were built by The Division of Youth Services?

[See section 4.1 paragraph 3 of the RFP. The minimum book collection in the media center shall be three thousand \(3,000\) volumes \(exclusive of textbooks\), or at least eight \(8\) books per student, whichever is smaller.](#)

Does this mean the DYS will be building a functional library at every facility?

No

44. **4.2 DORMITORY MEDIA CENTER**

1. DYS "Standard Inventory of Educational Materials":

A. An inventory of educational materials **must** be maintained, in the form and manner required by DYS, on each juvenile dormitory as prescribed by the DYS Standard Inventory of Educational Materials.

B. The DYS Director of Education or designee may allow exceptions to the inventory list to meet the specific needs of the juveniles on each dormitory.

C. Recreational reading materials **shall** be based on appropriateness for age and gender of the juveniles housed on each unit.

D. Exceptions to the "Standard Inventory of Educational Materials" inventory **must** be approved by the DYS Director of Education, or designee.

2. The Facility Director (or designee for Educational Services) **shall**:

A. Ensure that textbooks, reference books, instructional materials and other appropriate reading materials are accessible to juveniles in a consistent manner by maintaining the materials listed in the "Standard Inventory of Educational Materials" or an approved exception on each dormitory.

B. Administer juvenile grievances to ensure that no juvenile is denied access to textbooks, reference books, instructional materials and other appropriate reading materials that may assist with any homework assignments.

3. Juvenile Dormitory Supervisor **shall**:

A. Ensure that juveniles have unrestricted access to educational materials prescribed in the "Standard Inventory of Educational Materials".

B. Document in the unit's daily log, in the form and manner required by DYS any incident that results in a juvenile being denied access to the unit's "Standard Inventory of Educational Materials".

C. Inventory the materials maintained in each unit on at least a quarterly basis and promptly report to the Facility Director any materials which are missing, destroyed, or damaged to such an extent as to affect juveniles' access to information (i.e., missing pages, illegibility, etc.)

Does the Division of Youth Service realize there is no availability in room space for Dormitory Media Center?

Questions & Answers

The common area of the dormitory can be considered in the space available for the Dormitory Media Center. Refer to section 1.3 of the RFP.

Does the Division of Youth Service realize that Arkansas Department of Education does not been required for RJOP'S to do homework assignments due to our faculties being year around school year per Arkansas Department of Education?

Refer to section 6.12 of the RFP.

45. **4.3 FOOD SERVICES**

Successful bidder **shall**:

Establish and ensure a consistently qualitative level of food services provided at the facility according to a written food service plan, policy, procedure, and practice document approved by DYS and that complies with ADE guidelines, ACA standards, and Department of Health (DOH) regulations which are in keeping with standards of good practice for protecting the nutritional needs, and well-being of all juveniles and staff.

Does the Division of Youth Service understand the facility is mandated by USDA which is State and Federal requirement for Food Services and reimbursement?

Yes.

46. **4.5 VEHICLES**

Vehicles **shall** be maintained in a safe operating condition and in accordance with manufacturers' recommendation. The successful bidder **must** demonstrate compliance with the State of Arkansas Vehicle Use Policies and any applicable DYS/DHS policies regarding vehicle usage.

1. Maintenance records on vehicles **shall** be maintained for inspection until the vehicle is turned in.

2. All repair and maintenance costs **shall** be the responsibility of the successful bidder.

3. Drivers **must** maintain a valid Arkansas Driver's License.

4. The successful bidder **must** maintain, on file, a current, valid Arkansas Driver's License for each driver.

5. Drivers using vehicles **must** have documentation on file at facility of an annual Office of Driving Services Traffic Violation Report.

A. Drivers who have accumulated more than ten (10) points on their current Traffic Violation Report **must** attend a defensive driving course

B. Drivers who have accumulated more than fifteen (15) points or Driving While Intoxicated (DWI) on their current Traffic Violation Report **shall not** drive vehicles until reviewed by the DYS Assistant Director of Residential Operations.

C. The Assistant Director of Residential Operations **will** make a determination if and when driving privileges will be returned.

Why is the Division of Youth Service, Assistant Director of Residential Operations involved with approval of Agency [vendor] Drivers' privileges?

To ensure safety and care of juveniles in DYS custody.

47. **4.6 STANDARD MAINTENANCE AND REPAIR**

Successful bidder **shall** maintain buildings, grounds, and all related equipment in compliance with applicable codes and in compliance with direction or guidance provided by DYS resulting from reviews, inspections, monitoring visits, or performance evaluations and in accordance with all regulations, laws and polices cited in this solicitation. This includes all facility infrastructures, such as: buildings, vehicles, roads, etc. with final determination with DYS. Reference section 2.5 for Insurance requirements

1. The facilities provided for use in connection with any resulting contract(s) are state owned. For the term of the contract and any authorized renewal period, DYS **shall** lease to the successful bidder the facilities for an annual lease rate of one (1) dollar.

2. The successful bidder **shall** operate the facilities in accordance with all state and federal environmental laws and regulations. Juvenile housing, equipment maintenance and replacement and grounds and building maintenance **must** meet all ACA and Arkansas Building Authority (ABA).

3. Successful bidder **shall** conduct monthly inspections of facilities and equipment to identify deficiencies, problems, code violations, and to identify buildings, grounds, fences, equipment, hardware, locks, appliances, or vehicles, that are not working, defective, unsafe, or not in good condition.

State of Arkansas

SP-15-0053

Questions & Answers

4. Inspections **will** include those performed by the Department of Health and the Department of Corrections Security.
5. The successful bidder **shall** be responsible for payment of utility services including, but not limited to, water, sewer, waste disposal, electric, gas and telephone services as well as any deposits required by a utility company related to services for a resulting contract.
6. Any repairs needed that fall under the successful bidder's responsibility **shall** be repaired or be in the process of being repaired within seven (7) calendar days of discovery.
7. Successful bidder **shall** complete a "Facilities Physical Plant Report" no later than the fifteenth (15th) day of the month following the report month that identifies any problems identified during the inspection of facilities carried out by the successful bidder in the form and manner required by DYS.
8. At minimum, the report **must** include identification of any problems, location (unit, building, etc.), responsible manager, degree of hazard (health or safety), and planned correction of the problem with timetable.
9. Each report **shall** contain any problem previously reported that is still pending correction. This report **must** also include any unresolved finding or problems that resulted from previous reviews and/or inspections.
10. A corrective action plan **must** be submitted to DYS within fifteen (15) calendar days following receipt of a report of any findings pertinent to the physical plant (resulting from an inspection, review, audit, monitoring visit, or performance evaluation conducted by DYS, DHS, Dept. of Corrections, DOH, or any entity authorized to inspect the facility).
11. The corrective action plan **must** include identification of any problems, location (unit, building, etc.), responsible manager, degree of hazard (health or safety), and corrective action planned or already taken to remedy the problem. A timetable **shall** be provided, by the successful bidder, for each deficiency that identifies a major corrective action including steps or milestones and target completion dates for each milestone.
12. A copy of the report that details the findings **shall** also be submitted with the corrective action plan.
13. DYS **shall** reserve the right to modify any corrective action step or timetable.
14. Successful bidder **shall** reserve office space, in the main administration building of each facility, of a minimum of ten feet by ten feet (10'x10') room, for DYS usage with access limited to DYS approved successful bidder staff.

DYS will:

1. Provide for any necessary land improvements, building improvements, and capital equipment replacements due to expenditure of useful life. Capital equipment is defined as - an item attached or normally included as part of a facility and used for operations (e.g. HVAC Units, stoves, vent-a-hoods, etc.).
2. The Division's Chief Financial Officer **will** be the official arbiter and **will** make final decisions concerning assets and equipment.
6. D. Wall repair, painting, and decoration (subject to Division approval to include blinds and/or drapes)

Does DYS realize they did not build extra office space for themselves in these facilities?

[The facility contains adequate space to provide DYS an office as outlined in the RFP. Reference section 1.3 of the RFP.](#)

Why is the DYS evoking themselves in the paint color and decoration which includes blinds or drapes?

[To ensure that state owned property is maintained within acceptable standards as determined by DYS.](#)

Does Financial Director have Interior Design Degree?

[No, but DYS has design professionals on call, if needed](#)

48. **5.1 SECURITY AND CONTROL**

F. The log book of electronic monitoring device inspections is accurate and up to date

Why is Division of Youth Services using electronic monitoring devices at the secure facilities?

[DYS program change.](#)

Questions & Answers

49. **5.4 TRANSPORTATION**

3. Vehicle transportation logs, provided by DYS, **must** be maintained and updated monthly for each vehicle used to transport juveniles.

5. There **must** be a minimum of two (2) Youth Care Workers in every transport even if only one juvenile is being transported.

Does the Division of Youth Service realize that vehicle transportation log sheets been provided by our Agency [company] per ACA not DYS?

[Yes, this is a DYS program change.](#)

Does DYS carry liability insurance for the vehicles?

[See addendum for section 4.5.](#)

50. **5.6 ELECTRONIC MONITORING**

Successful bidder **shall** cooperate fully with any DYS approved electronic monitoring provider who has been contracted by DYS to equip selected juveniles with electronic monitoring anklets (or any other comparable location monitoring device).

1. Successful bidder staff **shall** keep a log, in the form and manner required by DYS, of daily inspections on monitored juvenile to check for device removal, damage, or any signs of tampering. Failure to keep an accurate log **will** result in the successful bidder being held liable for any and all damage, and cost incurred, to the electronic monitoring devices. Accuracy of logs **will** be determined by the DYS Assistant Director of Residential Operations.

2. Successful bidder **must** immediately notify DYS Assistant Director of Residential Operations or designee in accordance with DYS Incident Reporting Policy and by electronic mail if an electronic monitoring device is damaged or removed from a juvenile for any reason.

3. ONLY DYS Assistant Director of Residential Operations or Director of DYS will approve a juvenile to be put on electronic monitoring. Successful bidder staff **shall not** select a juvenile for monitoring.

Why is DYS Assistant Director the only one to make the decision who is placed on electronic monitor and not the successful bidder CEO and Clinical Director of DYS?

[DYS Assistant Director of Residential Operations or Director of DYS will be the final approval for a juvenile to be put on electronic monitoring based on an evaluation and review of juvenile's behavior and risk assessment.](#)

51. **5.11 EMERGENCY PREPAREDNESS**

In the event DYS requires additional beds due to urgent/emergency reasons as determined by Assistant Director of Residential or designee, an exception to the bed numbers at the facility **will** be made by DYS director. Daily cost **shall** be at the same amount agreed to in the resulting contract. Successful bidder **shall** hire additional temporary staff as necessary to maintain compliance with staffing ratios.

Does DYS understand that ACA requires our facilities to go by our Standards of Care on assigned bed numbers?

[Yes](#)

6.1 EDUCATION

DYS **shall** perform teacher evaluations on a formal and informal basis.

52. Does the Division of Youth Services know that these are agency [vendor] employees and not State employees?

[Yes](#)

53. Does Division of Youth Service Educational staff have qualification, certifications, license as Superintendent, Vocational Counselor, School Curriculum Coordinator, and Principal with Arkansas Department of Education?

[Yes. District Administrator Code 311 Educational Specialists](#)

54. **12. JDC Education Records**

Juvenile records received from a Juvenile Detention Center (JDC) or a public school by the successful bidder **should** be forwarded to the registrar's office at DYS within forty-eight (48) hours of accepting commitment of the juvenile.

The successful bidder **shall** utilize RiteTrack and future system(s) as the system(s) of record for DYS Education requirement. Functionality of RiteTrack and future system(s) **will** be used as prescribed by

State of Arkansas
SP-15-0053
Questions & Answers

DYS Education Section.

How can the successful bidder be responsible for the schools and JDC if they do not comply with 48 hour requirement due the school districts do not work for DYS?

Because this statement does not contain the mandatory terminology of “must” or “shall” as stated in the RFP section 1.5, the vendor would not be in non-compliance if this were not met. However, it is preferred and expected that the vendor meets this criteria.

55. **16. Textbooks**

Successful bidder **shall** use existing books and materials current to the school term at the time of award. Successful bidder **shall** replace textbooks with other materials as updates become available and as recommended and approved by DYS and ADE. Lost, stolen, or damaged books **shall** be replaced at the expense of the successful bidder.

Is Division of Youth Service going to allow the pass through monies to follow the student and not take off for Educational Administration Cost?

No, ADE Serious Offender Program funding will be distributed in accordance with this solicitation, as specified in section 11.3 of the RFP.

56. **6.6 GENERAL EDUCATION - ACADEMIC IMPROVEMENT PLANS**

1. The successful bidder’s school counselor **shall** identify specific areas of deficiency in the juvenile’s academic subject areas as indicated by the student’s standardized testing and medical evaluation. The desired levels of performance **will** then be identified. Full instructional support and services **must** then be provided, by the successful bidder, for any student needing those services.

2. All general education juveniles **shall** have an Academic Improvement Plan (AIP) created by the successful bidder regardless of their proficiency level within ten (10) working days of admission. The AIP **shall** describe the parent’s/guardian’s role and responsibilities as well as the consequences for the juvenile’s failure to participate in the plan.

3. The successful bidder **shall** review the Arkansas Comprehensive Testing Assessment and Accountability Program (ACTAAP) and implement the necessary educational efforts to adequately address the juvenile’s assessed needs (AIP), within ten (10) working days of exam completion

Why has the AIP is change within 10 days from 30 days in which the Federal government requires IEP’s to be done within 30 days?

DYS Program change.

6.9 POST, SECONDARY AND CONTINUING EDUCATION

Programs **shall** provide a secondary education, Industry Certification or Vocational Certificate of Completion to each participating juvenile. Participating juveniles may consist of graduates from high school, those juveniles who are working towards a diploma, juveniles who have obtained a GED, and juveniles for whom a vocational aptitude screening indicates that such vocational instruction would further assist in their successful reintegration.

Instruction **shall** be provided to all juveniles who have graduated from high school, obtained a GED, who are age sixteen (16) or older or for whom the aptitude screening indicates that such instruction would further assist in their successful reintegration.

The successful bidder **must**:

1. Administer an aptitude and needs screening of each juvenile based on the vocational programs DYS has authorized for service to determine the appropriate educational track.

2. Address each juvenile’s identified educational needs in a manner that accounts for a juvenile’s individual educational plan and potential job opportunities available in the area surrounding each juvenile’s community, and these results **shall** become part of the juvenile’s education records.

3. Provide an overview of the vocational choices, basic job skills and subsequent vocational counseling from an approved curriculum to every assigned juvenile upon intake, regardless of age.

4. Implement a vocational education program, which will assist the juvenile in becoming independent and make healthy lifestyle choices upon return to the community. At a minimum, instruction **must** include job interviewing, job skills coaching and computer training.

5. Routinely provide each juvenile at the facility who meets the vocational screening criteria with appropriate vocational instruction.

6. Have an academic/career counselor on staff to coordinate the aptitude and needs screening for each

State of Arkansas

SP-15-0053

Questions & Answers

<p>juvenile along with all counseling and instruction.</p> <p>7. Propose the four (4) following programs: (proposals that do not include all four (4) will not be considered)</p> <p>a. Computer Programing/Repair</p> <p>b. Welding</p> <p>c. Machinery and Transportation Equipment Manufacturing</p> <p>d. Food Manufacturing</p> <p>8. Certification programs must meet requirements of the American National Standards Institute (ANSI) Standard 1100. DYS reserves the right to choose to offer a minimum of two (2) of the four (4) certification/vocational programs provided by the successful bidder.</p> <p>9. Provide courses offering National Certification programming of completion and provide an experienced professional instructor with appropriate state or national certification from their respective profession who holds a Career and Technical Permit from ADE</p> <p>10. Make use of state and federal services to help juveniles apprentice in their areas of interest and/or obtain gainful employment.</p>
<p>57. What needs assessment was completed by the students of Division of Youth Service on the Vocational Classes required in this RFP? See Addendum for section 6.10.</p>
<p>58. What is the name of the Vocational aptitude screening test is required? See Addendum for section 6.10.</p>
<p>59. Does DYS Education receives the ADE monies and utilizes for their Administrative cost, supplies, and other expenses. ADE Serious Offender Program funding will be distributed in accordance with this solicitation, as specified in section 11.3 of the RFP.</p>
<p>60. Will the RJOP facilities receive the total pass through money from ADE or will DYS take money off for top their expenses? ADE Serious Offender Program funding will be distributed in accordance with this solicitation, as specified in section 11.3 of the RFP.</p>
<p>61. What experience does the Assistant Director of Residential and Financial Director in Education and Vocational Services for the specific population? The experience of the DYS Assistant Director of Residential Operations and Financial Director is irrelevant to the vendor's proposal of services.</p>
<p>6.12 HOMEWORK Homework assignments shall be an extension of the teaching/learning experience that promotes the juvenile's educational development. Homework should be planned, organized and relevant to the day's lesson and viewed by the juvenile as purposeful.</p> <p>1. Assignments should be made to help the juvenile become proficient in subject matter as well as learn research techniques and finding answers by themselves.</p> <p>2. Teachers should be aware of the potential problem juveniles may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.</p> <p>3. Teachers must emphasize that each juvenile is expected to do his/her homework without assistance from another student, staff member or anyone else unless the work is part of a team project.</p>
<p>62. Does the Division of Youth Service know that ADE stated "The RJOP'S are exempt from the homework policy"? DYS requires Homework per section 6.12 of the RFP.</p>
<p>63. Is DYS Education requiring the facilities to do more than the State Regulatory Agency, ADE is not requiring? DYS has the right to require services that exceed the ADE standards.</p>
<p>64. 6.13 USE OF TECHNOLOGY MEDIA</p> <p>5. Only DYS education staff members will authorize a juvenile access to a website; successful bidder's staff shall not authorize this.</p> <p>6. Juveniles shall be supervised via physical presence of Successful Bidder staff at all times while using technology media center, especially any use that may involve or permit access to the Internet. Juveniles shall only be authorized to use DYS approved technology media devices.</p> <p>7. Computer use by a juvenile can be suspended for improper use of any media by any DYS</p>

State of Arkansas

SP-15-0053

Questions & Answers

education staff member or any successful bidder education staff member.

8. Any suspension of a juvenile's computer access by the successful bidder **must** be reported to the site administrator and the DYS Education Superintendent as soon as the suspension is made.

A. The successful bidder **must** enter a report of suspension into Rite Track within twenty four (24)

Is DYS is requiring us to enter into Rite Track suspension of computer privileges and making Education Director for the RJOP's computer usage instead treatment staff and DYS Clinical Director since this treatment issue?

[Yes, See 6.13.8.A and 6.13.9 of the RFP. For treatment staff requirements, see section 7 of the RFP.](#)

6.15 EDUCATIONAL SERVICES FOR JUVENILE BEHAVIORAL DISRUPTIONS

1. When a juvenile engages in disruptive behavior that requires his or her removal from the regularly scheduled classroom for more than one class period, the Facility Administrator in conjunction with the School Principal/Administrator **shall** determine the appropriate action prior to the juvenile's return to the regularly scheduled classroom environment.

2. Any recommendations for removal from the regularly scheduled classroom environment **shall** be forwarded to the DYS Director of Education. The DYS Director of Education **will** retain the authority to determine whether the juvenile is approved for removal from the regularly scheduled classroom environment, and if so, the length of time of removal.

65. How does the DYS Director of Education have the authority to be notified of removal client from educational classroom which is treatment issue?

[This is a DYS requirement.](#)

66. Why is the Clinical Director, DYS not notify and assisting the treatment team in making that decision since the client might be a danger to staff, client, and property?

[The Clinical Director is involved as a primary daily function for all juveniles committed to DYS.](#)

67. 6.20 SURROGATE PARENTS

The DYS Director of Special Education **will** appoint a designee at each facility to be responsible for surrogate parent recruitment, training, and assigning to an individual juvenile.

The RJOP'S have always appointed Surrogate Parents since the utilize someone that is from the community where the facility is located. The facility has makes sure that the Surrogate Parent training that meets ADE, State, and Federal Laws. The faculties have never been written up by ACA, or ADE on this issue. Why is the Division of Youth Service taking this responsibility over now since our agency [company] has never had a deficiency?

[DYS program change.](#)

68. 7.2 TREATMENT REQUIREMENTS

7. Juvenile substance abuse treatment and sex offender counseling with the intensity determined by the intake assessment, as well as intensive training provided by appropriately qualified/licensed trained personnel in anger management and victim's rights, and making healthy and positive conduct choices.

The juveniles will receive residential treatment the same as Recovery facility and the Sex offender Treatment Center does DYS cost?

[Refer to Official Price Sheet.](#)

69. 7.8 MAIL

Unless otherwise determined by official facility procedures, case review, and/or other conditions for precaution; successful bidder **shall**:

1. Encourage juveniles to appropriately correspond with their family and friends.

How is the agency [vendor] supposed to know if this is positive friend or victim?

[Reference Section 2.2.4 of the RFP for DYS's mission of treatments and family involvement.](#)

How can we protect the clients HIPA and confidentially?

[Vendor's proposal is an opportunity for vendor to provide their methodology for this.](#)

7.10 MEDICAL SCREENING

Successful bidder **shall** within 24 hours of in-take of juvenile conduct a general medical and dental exam in compliance with DYS & ACA standards at in-take and as a continuum of care and safety procedure. Exam results **must** be documented in the individual juvenile's records both at the facility and in Rite

Questions & Answers

Track.
70. How can get make a doctor or dentist see a client within 24 hours in rural areas? See addendum for section 7.10.
71. Does the DYS realize the dentist requirement is within 10 days per Department of Health and ACA. The same goes with health with ACA and Department of Health. Yes, but DYS has the right to require services that exceed DOH and ACA standards.
7.16 SUBSTANCE ABUSE TREATMENT Substance abuse treatment costs must be listed on the specified line on the Official Price Sheet. Chemical/Substance abuse treatment programs must be reviewed and approved by DYS prior to implementation. Successful bidder shall : 1. Provide a comprehensive chemical/substance abuse assessment inclusive of interview, observation, and collection of collateral information of juvenile chemical/substance abuse history and behavior. 2. Provide Chemical and Substance Abuse counseling and treatment plan services by a qualified substance abuse Counselor or Therapist. 3. Provide individualized Chemical/Substance Abuse counseling and therapy services to each identified juvenile weekly, and as per each juvenile's individualized treatment plan and presenting problems. 4. Provide a program which affords a comprehensive and integrated treatment approach to the individual juvenile's medical, psychiatric/psychological, family structure, and overall needs. 5. Provide a program secure and structured milieu of daily activities, services, and supervision inclusive of behavior management, intervention, limit setting, processing of issues, and redirection of juvenile resistance, acting out, or disruptive behavior. 6. Provide treatment program and rehabilitative services which include relapse prevention training, discharge/transition planning, aftercare planning, and referrals to community resources.
7.17 SEX OFFENDER TREATMENT Sex offender treatment costs must be listed on the specified line on the Official Price Sheet. Successful bidder shall : 1. Provide sex offender specific therapy and treatment plan services by a qualified sex offender therapist or counselor. 2. Provide individualized sex offender specific therapy and treatment plan services to each juvenile weekly, and as per each juvenile's individualized treatment plan and presenting problems.
72. Does the DYS understand that the communities which non sexual offender treatment faculties are located have to get the permission of the Community before this can allowed such local government, community citizens, and State Legislators. See addendum for section 3.11.
73. Does the Division understand the facilities have to meet specific living standards and arrangements for sex offender treatment centers? See addendum for section 3.11.
SECTION 9 – STAFFING 9.1 GENERAL DYS shall have the right to remove any personnel at the facility from their position at any time for any reason to be replaced with personnel having the same or better qualifications.
74. Does the Division of Youth Services understand that the employees work for the agencies [vendor] that run facilities and not as a State Employee. See addendum for section 9.1.3.
75. Does the DYS understand this violates EEOC and Department of Labor laws since they are not paid by State and subjects DYS and the State to lawsuits. See addendum for section 9.1.3.
9.5 FACILITY ADMINISTRATOR 1. The Facility Administrator shall be an experienced juvenile justice facilities administrator who is, or shall become knowledgeable of DYS's activities and who shall act as the primary liaison between successful bidder and DYS. 2. DYS shall have the right to interview and approve the Facility Administrator selected by the successful bidder to operate the facility. Successful bidder Facility Administrator shall have overall responsibility for directing all of successful bidder's activities hereunder, and will be vested with all necessary authority to fulfill that responsibility

State of Arkansas

SP-15-0053

Questions & Answers

76. Does the Division of Youth Services is contracting with private facilities and DYS is contracting for their expertise in this matter? See section 9.1.2. This requirement shall stand as written.
77. Does DYS understand that these employees work for the agencies [vendor] that run facilities and not as a State Employee? See addendum for section 9.1.3.
78. Does DYS understand this violates EEOC and Department of Labor laws since they are not paid by State and subjects DYS and the State to lawsuits? See addendum for section 9.1.3.
79. Did DYS consult with OCC on this matter? Yes
80. 11.3 EDUCATION COMPENSATION Successful bidder will receive quarterly payments for education services, including special education to juveniles who have been placed in juvenile treatment centers in the DYS System of Education. DYS will make quarterly payments using funds received by the Arkansas Department of Education (ADE) Serious Offender Program funding or other available state funds. [Education Quarterly Compensation = (General Education Cost) + (Education Staff Cost) + (selected Vocational Programs Cost) /] Has the Division of Youth Services consulted with Arkansas Department of Education on their formula? Yes
11.4 EDUCATION REIMBURSEMENT TITLE I Successful bidder will receive reimbursement for Title I, Part D associated expenditures. The annual allotment is derived by Arkansas Department of Education (ADE). The distribution will be based on the previous year's October 1 census. Each facility must complete an ADE application along with a budget and submit to DYS Director of Education for approval. The successful bidder shall cooperate and assist with completing the necessary documents for submittal to ADE. The application and budget must be approved by ADE prior to submitting a reimbursement request. Any expenditure determined unallowable by ADE shall be subject to recoupment. Failure to reimburse DYS for unallowable expenditure may result in delayed/reduced payment and up to contract termination.
81. Does DHS realize that DYS has not allowed us to receive monies DJCF due to Financial Director making the decision when ADE had it available? Previous funds distributions are irrelevant to the vendor's proposal of services for this RFP. Federal Title I funding will be distributed in accordance with section 11.4 of the RFP
82. Does the DYS Financial Director supersede the ADE decision? Federal Title I funding will be distributed in accordance with section 11.4 of the RFP