

Ohio Central School System
4545 Fisher Road, Suite D
Columbus OH 43228

PURPOSE

College Advance Job Training (Post-Secondary Education):

Ohio Central School System is seeking multiple accredited colleges or universities to provide college level courses and employment skills to offenders within the Department of Rehabilitation and Correction (ODRC) facilities around the state of Ohio. Courses provided will lead to or support the completion of a certificate or credential (degree) from that college or university.

BACKGROUND

Ohio Central School System (OCSS) was chartered in 1973 by the Ohio Department of Education to provide quality education opportunities to those incarcerated within the Ohio Department of Rehabilitation and Correction (ODRC).

Ohio Central School System has been providing Advanced Job Training to offenders with the help of colleges and universities around Ohio to assist offenders in returning to their communities and obtaining meaningful employment, for over 2 decades. Better employment opportunities will allow them to provide for themselves and their families. This is a commitment that everyone involved takes seriously and strongly believes in. Many studies have proven that offenders that engage in meaningful activity such as education programming combined with other services are less likely to return to a life of crime or be reincarcerated. These studies consistently show lower recidivism rates among offenders that have completed college programming verses an offender that has not.

SCOPE OF SERVICES

The Contractor will provide college level courses and employment skills to offenders, that will lead to a certificate or credential (degree) that will facilitate work opportunities in areas that are needed in the current job market. All courses must be Ohio Department of Higher Education (ODHE) approved. Contractor will provide academic student support, including career counseling and/or career placement services.

Contractor agrees to:

1. Provide qualified staff willing to work in a secured prison environment and within a classroom setting Monday through Friday (evenings preferred) and some weekends, if needed (each site is unique, so each site may offer different days and times). Qualified staff includes:
 - a. A sufficient number of licensed college Instructors, for all college level courses that will be provided (credentials are required).
 - b. One or more full time staff to act as the Facility Coordinator for each site (coordinator can oversee multiple sites if all contract obligations can be met in a timely manner).
2. Ensure the number of class sessions offered each term are adequate for students to complete the approved course of study, within a reasonable time frame.

3. Work with facility/prison staff to ensure the safety of all parties involved including instructors and students.
4. Communicate with School supervisors to assist and coordinate all aspects of college programming; this may include attending meetings, scheduling office times for students, and or providing potential student names and information to help with verification, enrollment, and testing.
5. Contractors Facility Coordinator must be available to students at least once a week for academic counseling or other needs and must provide a monthly schedule and/or school calendar for staff/students.
6. Contractors Facility Coordinator will be responsible for gathering and submitting, all required paperwork to prison staff, per ODRC policies.
7. Contractor agrees to recruit (each semester) eligible offenders into their program by providing announcements, distributing literature in the school area, housing units and by attending scheduled orientation meetings for incoming offenders.
8. Contractor will provide textbooks and supplies as needed for each course provided. These supplies can include, but not limited to, access to tablets (only DRC/BITS approved) and audio-visual equipment (must be approved pursuant to ODRC policies) paper and writing instruments (Prior approval is required for all equipment and supplies coming into a facility).
9. Contractor and their staff will agree to use required ODRC forms to complete attendance each day and including required reports at the end of each month, including evaluations on each student at the end of a semester (pursuant to ODRC Policy)
10. Contractor shall secure a qualified substitute instructor or reschedule any class/classes cancelled due to the absence of an instructor assigned by the college or university.
11. Contractor will provide unofficial transcripts to students, at no cost and at least 1 official transcript at no cost, upon receiving the appropriate signed transcript request.
12. Contractor must provide proof of current scholarships and/or grants that will be available to offenders while still incarcerated.
13. All awarded contractors will become members of Ohio Penal Education Consortium and provide one college representative to attend bi-monthly meetings.
 - a. Ohio Penal Education Consortium (OPEC) – is an organization made up of all the colleges and universities that provide job training to inmates in the Ohio Department of Rehabilitation and Correction (ODRC). This consortium is designed to share information, increase articulation among the member colleges and universities and correctional institutions and develop common procedures so that the quality of higher education provided for offenders will remain uniformly high.
14. Contractor will ensure all staff assigned to a facility attends contractor training and completes all required forms and background checks. This is mandatory to become an approved contractor for DRC.
15. Contractor agrees to bill ODRC at a per credit hour rate, per student. Contractor agrees to bill each semester, pursuant to ODRC Policy. Submitted proposals must contain your expected credit rate per hour, per student, and the facilities you hope to provide this service to. Please include the number of students you are prepared to serve each semester at each site. No bid

will be considered if amount, per credit hour exceeds \$136.00 per hour. The lowest bids will be considered first.

16. Unless given an exemption, all colleges/universities awarded a contract will provide services within the prison. Currently, online college courses are not permitted.

ODRC agrees to provide:

1. Classroom w/tables and chairs (preferably, evening and weekends each site is different and other days and times maybe available)
2. Access to ODRC's Thin Clients for MS Office access to type documents, resumes, etc. (evenings and weekends, may be the only times available, each site determines the availability of these resources)
3. Security in the building with officer making rounds.
4. Access to one staff computer to complete attendance sheets and reports as required by policy.
5. Contractor training (PREA) for each contractor entering the facility to train them on the rules and regulations pertaining to offenders and working in a prison environment.

Contractor shall meet the following criteria listed below:

1. Must be accredited and recognized by the Higher Learning Commission and in good standing.
2. Teaching instructors must have the appropriate credentials to teach college level curriculum, through the Ohio Department of Education
3. The ability to provide additional scholarships and or grants to assist students post and pre-release, including but not limited to the GI Bill, Second Chance Pell Program, and the upcoming reinstatement of the Pell Grant, for the incarcerated.
4. The ability to allow eligible students to self-pay for college-level classes while incarcerated.
5. Must provide a post and pre-release career counseling mirroring close to what is provided on their college or university campuses.
6. Provide an Official transcript upon request to another college campus or an unofficial copy to the student, at no cost to the student. Must be accepted by other Ohio college campuses around the state.
7. Seamless transition to the awarded contractor's college campus and or/online program, once released or other Ohio college or universities that are members of the Ohio Penal Consortium, if student choses to continue their education.
8. Must provide a list of courses and identify the related degree(s) or certification(s) you plan to provide. All college credit courses offered, shall lead to a degree or certificate. Course(s) must articulate what is offered on the contractor's main campus.

9. While currently the U.S. Dept. of Education has not approved the use of PELL funding (outside of the current approved Pell Second Chance providers) any awarded contractor must be able to serve all students regardless of Pell eligibility, like any other student on your main campus.

Locations for Services

The attached list of institutions is provided, ODRC will determine locations to be serviced.

Possible Ohio Correctional Institutions to Serve

Allen/Oakwood Correctional Institution (AOCI)
Northwest Region

P. O. Box 4501
2338 North West Street
Lima, OH 45802
419-224-8000, Speed Dial *08
Fax 419-224-5828
Warden Ed Sheldon

Belmont Correctional Institution (BeCI)
Southeast Region

P. O. Box 540
68518 Bannock Road, S.R. 331
St. Clairsville, OH 43950
740-695-5169, Speed Dial *34
Fax 740-526-0511
Warden David Gray

Chillicothe Correctional Institution (CCI)
Southeast Region

P. O. Box 5500
15802 State Route 104 North
Chillicothe, OH 45601
740-774-7080, Speed Dial *09
Fax 740-779-5398
Warden Tim Shoop

Correctional Reception Center (CRC)
Southwest Region

11271 State Route 762
Orient, OH 43146
614-877-2441, Speed Dial *10
Fax 614-877-3853
Warden George Frederick

Dayton Correctional Institution (DCI)
Southwest Region

P. O. Box 17249
4104 Germantown Street
Dayton, OH 45417
937-263-0060, Speed Dial *11
Fax 937-263-1322
Warden Shelbie Smith

Franklin Medical Center (FMC)
Zone A
Southwest Region

1990 Harmon Avenue
Columbus, OH 43223
614-445-5960, Speed Dial *31
Fax 614-445-7040
Warden Jenny Hildebrand

Franklin Medical Center (FMC)
Zone B
Southwest Region

P. O. Box 23651
1800 Harmon Avenue
Columbus, OH 43223
614-445-8600, Speed Dial *12
Fax 614-444-8267
Warden Jenny Hildebrand

Grafton Correctional Institution (GCI)
Northeast Region

2500 South Avon Beldon Road
Grafton, OH 44044
440-748-1161, Speed Dial *13
Fax 440-748-2521
Warden Keith Foley

Lebanon Correctional Institution (LeCI)
Southwest Region

P. O. Box 56
State Route 63
Lebanon, OH 45036
513-932-1211, Speed Dial *15
Fax 513-932-1320
Warden Chae Harris

London Correctional Institution (LoCI)
Southwest Region

P. O. Box 69
1580 State Route 56
London, OH 43140
740-852-2454, Speed Dial *17
Fax 740-845-3399

Lorain Correctional Institution (LorCI)
Northeast Region

Warden Norman Robinson
2075 South Avon Beldon Road
Grafton, OH 44044
440-748-1049, Speed Dial *18
Fax 440-748-2191

Madison Correctional Institution (MaCI)
Southwest Region

Warden Kimberly Clipper
P. O. Box 740
1851 State Route 56
London, OH 43140-0740
740-852-9777, Speed Dial *19
Fax 740-852-3666

Mansfield Correctional Institution (ManCI)
Northwest Region

Warden Tom Schweitzer
P. O. Box 788
1150 North Main Street
Mansfield, OH 44901
419-525-4455, Speed Dial *21
Fax 419-524-8022

Marion Correctional Institution (MCI)
Northwest Region

Warden Tim McConahay
P. O. Box 57
940 Marion-Williamsport Road
Marion, OH 43302
740-382-5781, Speed Dial *20
Fax 740-387-8736

Noble Correctional Institution (NCI)
Southeast Region

Warden Lyneal Wainwright
15708 McConnellsville Road
Caldwell, OH 43724
740-732-5188, Speed Dial *35
Fax 740-732-2651

Northeast Reintegration Center (NERC)
Northeast Region

Warden Jay Forshey
2675 East 30th Street
Cleveland, OH 44115
216-771-6460, Speed Dial *22
Fax 216-787-3540

Ohio Reformatory for Women (ORW)
Northwest Region

Warden Charmaine Bracy
1479 Collins Avenue
Marysville, OH 43040

Ohio State Penitentiary (OSP) Northeast Region	937-642-1065, Speed Dial *24 Fax 937-642-7678 Warden Teri Baldauf 878 Coitsville-Hubbard Road Youngstown, OH 44505 330-743-0700, Speed Dial *64 Fax 330-743-0841 Warden Richard Bowen P. O. Box 209 11781 State Route 762 Orient, OH 43146 614-877-4362, Speed Dial *25 Fax 614-877-4514 Warden Emma Collins 1001 Olivesburg Road P. O. Box 8107 Mansfield, OH 44901 419-526-2100, Speed Dial *69 Fax 419-521-2810 Warden Kenneth Black P. O. Box 7010 16149 State Route 104 Chillicothe, OH 45601 740-774-7050, Speed Dial *26 Fax 740-774-7055 Warden Donnie Morgan 5900 B.I.S. Road Lancaster, OH 43130 740-653-4324, Speed Dial *27 Fax 740-753-5371 Warden Brian Cook P. O. Box 45699 Lucasville-Minford Road Lucasville, OH 45699 740-259-5544, Speed Dial *28 Fax 740-259-2882 Warden Ron Erdos 2001 East Central Avenue Toledo, OH 43608 419-726-7977, Speed Dial *03 Fax 419-726-7157 Warden Harold May P. O. Box 901 5701 Burnett Road Leavittsburg, OH 44430 330-898-0820, Speed Dial *29 Fax 330-898-0848
Pickaway Correctional Institution (PCI) Southwest Region	
Richland Correctional Institution (RiCI) Northwest Region	
Ross Correctional Institution (RCI) Southeast Region	
Southeastern Correctional Institution (SCI) Southeast Region	
Southern Ohio Correctional Facility (SOCF) Southeast Region	
Toledo Correctional Institution (ToCI) Northwest Region	
Trumbull Correctional Institution (TCI) Northeast Region	

Warren Correctional Institution (WCI)
Southwest Region

Warden LaShann Eppinger
P. O. Box 120
State Route 63
Lebanon, OH 45036
513-932-3388, Speed Dial *30
Fax 513-933-0150

Trumbull Correctional Camp (TCC)
Northeast Region

Warden Wanza Jackson
P. O. Box 640
Leavittsburg, OH 44430