

REQUEST FOR PROPOSALS

RFP NUMBER: DYS120102CO

Date Issued: September 21, 2011

The Ohio Department of Youth Services (ODYS) is requesting Bids for:

**Treatment Alternatives for Females Committed to the
Ohio Department of Youth Services**

Inquiry Period Begins: September 21, 2011

**Inquiry Period Ends: October 10, 2011
8:00 AM Eastern Standard Time**

Opening Date: October 17, 2011

Opening Time: 3:00 PM Eastern Standard Time

**Opening Location: Ohio Department of Youth Services
51 North High Street 5th Floor
Columbus, Ohio 43215**

(Mail or Deliver Sealed bid to this Address) :

Attention: Randy Russell, Bureau Chief

TABLE OF CONTENTS

- I. General Instructions
- II. RFP Timeframe Requirements
- III. Overview of Services, Exhibit A
- IV. Declaration Statements Explanation
- V. Bid Response Form

ATTACHMENTS

- Attachment 1 Standard Terms and Conditions
- Attachment 2 Bidder Profile
- Attachment 3 Declaration Statement

Attached is an Ohio Department of Youth Services` (ODYS) Request for Proposal (RFP). If you are interested in responding please complete the "Bidder Response" and attach all documentation required. Provided below are additional requirements and directions for all potential Bidders.

- After reviewing Part Three, Exhibit A; Part 4, regarding the Declaration Statements Explanations and Attachment Three, (Standard Terms and Conditions) and if applicable, other attachments, complete and sign "Bidder Response".
- Directions for completion of the Bidder Response Form:

1. Sections should all be completed. We request that they be typed or legibly printed.
2. Proposed costs are to be ALL INCLUSIVE. Services will NOT be reimbursed if they are not listed. If the proposed cost is based upon a fee schedule or budget, be sure to attach these documents.

NOTE: If the Bidder receives or anticipates receiving any other type(s) of funding (e.g. Medicaid, Title IV-E, etc.), the Bidder is to provide multiple rates based on eligibility (e.g. one rate for non-eligible program/youth and one rate for eligible). A schedule detailing the adjustment(s) is to be attached to the "Bidder Response."

3. Attach any and all documents requested.
- General Notes:
 1. If you have any questions, please submit an inquiry as directed in Part One, General Instructions.
 2. Make a note of the deadline date and time detailed in Part Two, RFP Time Requirements. This information provides the date and time that your Response must be received by the ODYS Site requesting the bid. There will be no exceptions.
 3. Be sure to return the ENTIRE package received (not just the "Bidder Response" page but also all attachments), with original signatures, (blue ink is preferred) and seven (7) copies of the complete package.
 4. A "Provider Checklist" is attached (final page) to assist you with completing the RFP package.

PART ONE: GENERAL INSTRUCTIONS

I. GENERAL INSTRUCTIONS

A. Contacts

The following section provides details on how to get more information about this RFP and how to respond to this RFP. All responses must be complete and in the prescribed format.

The following Project Representative will represent ODYS during the Bid process:

Name: Randy Russell, Burea Chief
Area: Central Office
Address: 51 North High Street 5th Floor
Columbus, Ohio 43215

During the performance of the Contract, a Project Representative will represent ODYS and will be the primary contact for matters relating to the Contract. ODYS will designate the Contract Monitor in writing at the time the contract is awarded.

By submitting a Bid, the Bidder acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements.

The State is not responsible for the accuracy of any information regarding this RFP that was gathered through a source different from the inquiry process described in this RFP.

B. Inquiries/Clarifications

Bidders may make inquiries or seek clarifications regarding this RFP any time during the inquiry period listed in the RFP Timeframe Requirements. To make an inquiry, Bidders must access the Department of Administrative Services (DAS) State Procurement Website and post their inquiries. All inquiries must be received prior to the end of the Inquiry Period listed on the cover page. The state will make every effort to post responses within 48 hours. All inquiries and responses will be posted on the website where the bid opportunity is posted. Interested bidders will be able to access the questions and answers during the time the bid is posted.

Bidders may make inquiries regarding this RFP any time during the inquiry period listed in the Timeframe Requirements, at this website:

www.ohio.gov/procure

The Inquiry function may be accessed at this site, by choosing, "Selling to the State", "Procurement Opportunities", "Search" and then choosing the correct "Doc/Bid#." The "Submit Inquiry" function is found at the bottom of the Bid Opportunity information page.

The State will try to respond to all inquiries within 48 hours, excluding weekends and State holidays. But the State will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.

Inquiries and or requests for clarification about a specific portion of this RFP must reference the relevant part of this RFP and include the provision heading with the RFP page number. The inquiry must contain the name of the prospective Bidder, and prospective Bidder's representative who should receive the response, including the representative's business telephone and fax numbers.

Bidders who attempt to seek information or clarifications verbally will be directed to reduce their questions to writing in accordance with state purchasing policy. No other form of communication is acceptable, and use of any other form of communication or any attempt to communicate with ODYS staff or any other agency of the State to discuss the bid may result in the bidder being deemed not responsive.

C. Bid Deadline and Requirement

Each bidder should submit the complete, sealed, and signed original and seven (7) complete, signed copies of its Bid, with the outside of the envelope(s) clearly marked as indicated in Part Two. The Original and all copies should include:

- the entire bid document;
- Completed, signed pricing page(s);
- Completed Bidder Profile Summary;
- Completed, signed Declaration of Material Assistance Form;
- Completed, signed Declaration Pages;
- Completed W-9; and,
- Completed checklist.

Acceptable delivery methods for submission of contractor Bids are U.S. Mail, any over night or express delivery service, courier or hand delivery. All Bids must be received at the submission address indicated within this RFP no later than 3:00 pm, Eastern Standard Time on the listed deadline date. No Bids will be accepted after the deadline. The time clock at the receiving facility will rule the official receipt time.

Submit Bids to the ODYS RFP Project Representative named under the Contact.

ODYS may reject any Bids or unsolicited Bid amendments received after the deadline. ODYS will reject late Bids regardless of the cause for the delay. Should a disagreement occur regarding delivery, the Bidder must provide evidence of delivery date and time.

Each Bidder must carefully review the requirements of this RFP and the contents of its Bid. Once opened, Bids cannot be altered, except as allowed by this RFP.

ODYS may reject any Bid if the Bidder takes exception to the terms and conditions of this RFP, fails to comply with the procedure for participating in the RFP process, or the Bidder's Bid fails to meet any requirement of this RFP. ODYS may also reject any Bid that it believes is not in its interests to accept and may decide not to do business with any of the potential contractors responding to this RFP.

To protect the integrity of the evaluation and award process, Bid responses will not be available for public viewing until after the contract has been officially awarded. Bidders may not contact ODYS staff, other contractors or any other member of the State to discuss their Bid or to discuss any of the other responses to the RFP. Bidders who attempt to make such contacts may be deemed not responsive.

All Bids and other submitted material will become the property of ODYS and will not be returned. The Bidder should not include proprietary information in a Bid because ODYS maintains the right to use any materials or ideas submitted without compensation to the Bidder. Additionally, all Bids will be open to the public after ODYS awards the Contract.

ODYS will retain all Bids or a copy of them, as part of the contract file for the period of the contract and any subsequent renewals. After the retention period, ODYS may return, destroy, or otherwise dispose of the Bids and copies.

D. Waiver of Defects

ODYS maintains the right to waive any defects in any Bid or in the Bidder's submission process. ODYS will only waive immaterial defects if it believes that is in the ODYS's interest.

E. Bid Instructions

The Contractor must organize each Bid in a manner consistent with the order of this RFP and any attachments, if any.

ODYS wants clear and concise Bids. Potential contractors should take care to completely answer questions and meet all RFP requirements.

The requirements for the Bid's contents and formatting are contained in an attachment to this RFP.

ODYS will not be liable for any costs incurred by any Bidder in responding to this RFP, even if the ODYS does not award a Contract through this process. ODYS may decide not to award a service contract. It may also cancel this RFP and contract for these services through some other process or by issuing another RFP.

The requirements for the Bid's contents and formatting are contained in an attachment to this RFP. A bid must be judged as responsive and responsible in order to be considered for award.

Responsive: A bidder is responsive if its bid responds to the bid specifications and requests for documents and attachments in all material respects; and, contains no irregularities or deviations from the specifications that would affect the amount of the bid or otherwise give the bidder an unfair advantage.

Responsible: DYS' determination of a bidder's responsibility includes the following factors:

1. experience of the bidder;
2. bidder's financial condition;
3. bidder's conduct and performance on previous contracts;
4. the bidder's facilities (if applicable);
5. the bidder's management skills;
6. the bidder's ability to execute the contract properly, and;
7. review of Federal and the Ohio Department of Transportation debarment list.

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PART TWO: RFP TIMEFRAME REQUIREMENTS

II. RFP TIMEFRAME REQUIREMENTS

A. Firm Dates

RFP Issued:	September 21, 2011
Inquiry Period Begins:	September 21, 2011
Inquiry Period Ends:	October 10, 2011, 8:00AM Eastern Standard Time
Bid Due Date:	October 17, 2011 by 3:00 PM Eastern Standard Time
Work Begins:	Date of final signature or December 1, 2011

Failure to meet a deadline, in the submission or evaluation phases or any objection to the dates for performance in the Bid phase, may result in the ODYS not considering the Bid of the Bidder.

B. Amendments to Bids

Amendments or withdrawals of Bids are allowed until 3:00 P.M., Eastern Standard Time, on the stated Bid Due Date. No amendment or withdrawals will be permitted after the due date, except as expressly authorized by this RFP.

C. Bid Deadline and Requirement

Each Bidder must submit its Bid, in a sealed envelope, with the outside of each envelope clearly marked as:

RESIDENTIAL CARE SERVICES FOR THE TREATMENT ALTERNATIVES FOR GIRLS

The term of this contract is from *date of final signature to June 30, 2013 and may be renewed for any period of time up to twenty-four (24) additional months.*

Staffing Plan – on-site at the facility at times mutually agreeable to the facility and the contractor. The day(s) and total number of hours on-site and the times of the day shall be mutually determined and agreed upon by the contractor and the facility. Exhibit A defines the specific hourly requirements.

The objective of this RFP is to solicit Bids for the requested services to the Ohio Department of Youth Services at the institution(s) indicated. The successful Bid will form the basis of a contract for such services, and be the minimum acceptable standard expected of the contractor throughout the term of the contract.

The Contractor must fully describe and document how they will fulfill the services as required by the RFP. The Contractor must provide services in a manner consistent with established standards of the American Correctional Association (ACA), the Ohio Department of Youth Services and all federal, state and local laws.

The Contractor will schedule service times with the appropriate ODYS Institution program administrative staff within hours that inmates are available as dictated by count, meal, movement schedules, and support staff availability.

PART THREE: OVERVIEW OF SERVICES

EXHIBIT A

Treatment Alternatives for Females Committed to the Ohio Department of Youth Services

A. Statement of Need:

In fiscal year 2011, fifty-six females were admitted to the Ohio Department of Youth Services (DYS). Approximately ninety percent of these youth exhibited significant behavioral health issues and were placed on a mental health caseload and treated at DYS' Scioto Juvenile Correctional Facility (SJCF). Unlike male offenders, for which a treatment alternative to a traditional DYS facility is provided at Lighthouse Youth Center -Paint Creek, committed females do not have a community-based option to SJCF to meet their treatment needs.

This Request for Proposals (RFP) has been released for the purpose of developing community-based treatment alternatives for females with behavioral health issues, while preserving public safety. Specifically, DYS aspires to enter into a contract with an existing community-based residential treatment provider in either central or northeastern Ohio that will make available by December 1, 2011 a discrete unit of approximately 6 to 10 beds in a secure setting separated from adolescent males. The provider must be able to demonstrate the ability to arrange for a continuum of care that supports the transition to home or to self-sufficiency.

B. Eligibility:

Eligible applicants must be an existing community-based residential treatment program that is able to make available a discrete female-specific unit of approximately 6 to 10 beds in a secure setting separated from adolescent males. The applicant must be able to demonstrate a minimum of two (2) years of experience in working with justice-involved females; licensed by the Ohio Department of Mental Health (ODMH) and preferably certified by the Ohio Department of Alcohol and Drug Addiction Services (ODADAS); experience with gender specific programming, including but not limited to cognitive behavioral therapy (CBT) and/or dialectical behavior therapy (DBT), and substance abuse; educational services; successful transition programming; experience with gender specific health and wellness that includes obstetrics and gynecology services, and youth as mothers programming; and, strong family engagement experience. Also to be eligible, the applicant must provide a statement demonstrating commitment to using mutually agreed-upon (by DYS and the applicant) outcome measures; commitment to meeting requirements of DYS Release Authority, DYS Parole, and juvenile court guidelines for reporting; and, an agreement to participate in quality assurance activities.

As a point of clarification, the number of beds (6 to 10) was approximated for the purpose of providing potential respondents latitude in developing their proposal. DYS supports providers' professional discretion in determining the optimal number of youth to treat given staffing requirements and physical plant considerations..

C. Statement of Services:

1. Target Population:

Females committed to DYS, ages 12-20, with mental health and/or substance abuse diagnoses. The target population, in addition to mental health and substance abuse diagnoses, may have a history of violent and aggressive behavior, and require educational and special education services.

Selection of youth for participation in the program may occur either when a youth is committed to the department or after progress in the DYS facility indicates the youth may be better served in a step-down capacity at the community-based program. The current female population at DYS may be considered for the program.

A front-end selection process will be used for youth recently committed to DYS. Females committed to the department will be screened at SJCF. The screening criteria will take into consideration both public safety and behavioral health needs. Youth screened for consideration by DYS and identified by the provider as a viable candidate will then be interviewed by the provider. The decision for a youth's participation in the pilot will be made by the contract provider. A youth's participation in the program will require the agreement of the committing juvenile court, which will be secured by the Division of Parole and Community Services. Youth identified through the front-end selection process will remain on the institutional roles of DYS and may be returned to SJCF if deemed unsuccessful in the community-based treatment program.

Before returning a youth to SJCF, the provider agrees to conduct a comprehensive case review with DYS staff to communicate the reasons for the return and to ensure all possible alternatives are considered.

In addition to entering the treatment program at the time of commitment to DYS, a female not selected during the reception process may be referred later to the program. Both the department and the treatment provider may recommend a youth receiving services at SJCF for consideration for the pilot at any time during confinement at SJCF. If the youth is to remain on DYS facility roles, an entry from the committing court is required. If the youth is released to parole status and placed at the treatment program, DYS' existing release process will be followed, which includes the rules of parole being journalized by a juvenile court.

2. Definition of Services to be Received:

The respondent will provide a discrete unit of approximately 6 to 10 beds in a secure setting separated from adolescent males, and the associated residential, treatment, physical health, and educational services to address the needs of the target population. Services will be provided on a 24 hour a day, 365 day a year basis. Services at the residential facility must support public safety and provide a treatment milieu with minimal correctional overtones and be gender specific, developmentally sound, strength-based, trauma-informed, culturally competent, evidence-based, and relationship supported.

As stated in section B. Eligibility, services must include gender specific programming, including but not limited to cognitive behavioral therapy (CBT) and/or dialectical behavior therapy (DBT), and substance abuse; educational services; transition programming; gender specific health and wellness that includes obstetrics and gynecology services, and youth as mothers programming; and, family engagement. Though DYS had established these general expectations for services, the community-based treatment provider has latitude to identifying and employing specific services/programs to address the needs of the target population. The services/programs offered by the respondent will be thoroughly reviewed and inform the selection process.

Though this RFP is exclusively for residential services, priority consideration will be given to respondents able to demonstrate capacity to provide transition services congruent with the residential treatment services. Examples of congruent services include community-based mental health/substance abuse treatment services, home based treatment, family services, case management, and housing. Additional priority consideration will be given to respondents Medicaid certified by the Ohio departments of Mental Health and Alcohol and Drug Addition Services.

Licensure and/or Certification:

The residential treatment provider must be licensed to operate a residential facility by ODMH with substance abuse treatment preferably certified by ODADAS. Treatment providers demonstrating capacity to arrange transition services certificated ODMH and/or ODADAS will receive priority consideration.

If selected, the community-based provider will maintain throughout the contract period all license(s)/certification(s) that were determinant in their selection and adhere to all of the standards of the license(s)/certification(s) approval. If a license or certification expires during the term of the contract, the contractor must provide to DYS a copy of the update or renewal before the date of expiration on the old license or certificate, or provide evidence of pending receipt of the required update or renewal.

By submitting a response to this solicitation, the community-based provider certifies that all staff required to be licensed are appropriately licensed; and, the residential treatment center is in compliance with all applicable laws, ordinances, fire safety standards and current license criteria. These licenses and verifications are to be made available for review by DYS upon request.

Youth Length of Stay and Transition to the Community:

The length of stay for youth in the residential placement will vary based upon treatment needs and the underlying offense(s) for which a youth is committed to DYS. Youth committed for commission of acts that would be a felony 1 or 2 if committed by adult are sentenced for a minimum of one-year. Youth committed to DYS for commission of acts that would be a felony 3, 4 or 5 if committed by adult are sentenced for a minimum of six-months. Mandatory gun specifications may result in an additional one to three years sentence length.

Normally, transition to the community will be supported by DYS parole staff, but on occasion, may be under the supervision of county probation. The length of DYS parole services vary based upon the needs and the progress of each youth. Services may be as brief as three months, but may be required for more than one year.

Experience:

Respondents must have a minimum of two (2) years of experience providing residential trauma-informed mental health treatment to females involved with the juvenile justice system. In particular, providers currently utilizing evidence-based curricula and treatment models will be preferred. Likewise, agencies with experience developing residential placements for delinquent youth and aftercare programs to assist youth with transition to the community will be preferred. Finally, programs are sought with experience assisting youth with independent living so that older youth or youth with limited family support will have additional assistance with community transition.

3. Description of Services:

The provider will collaborate with DYS in the delivery of residential and transition services for female offenders committed to DYS exhibiting behavioral health issues. The treatment program is to be housed in a secure residential facility provided by the vendor. Youth will receive behavioral health assessments and treatment to address their individual needs. Each youth will be expected to meet defined behavioral goals as she progresses through the program. It is also expected that the vendor will provide youth with a supervised, stable and safe environment, while addressing therapeutic targets.

In addition to treatment, youth will be required to participate in educational programming provided by a bona fide educational entity using certified teachers with curriculum based upon Ohio Academic Content Standards. Educational programming may be individualized and/or alternative services (e.g. GED preparation) that address the needs of youth outside the educational mainstream. For the educational component, the community-based treatment provider should establish outcomes. At a minimum the outcomes should measure educational growth of each student toward passing the next level of achievement test the student is to take. In the case of a disengaged student, outcomes should measure growth toward passing the GED, or acquiring basic skills to enter a vocational training program.

During residential treatment and transition to the community, the assigned parole officer will monitor youths' progress and may identify the need for additional services to address youth and family needs. When additional services are identified as needed (e.g. intensive substance abuse treatment, home based treatment, etc.) the parole officer may consult with the treatment provider to identify appropriate community-based services.

Specific Service The Contractor Will Provide Include:

1. **Completion of all intake assessments and treatment plans within 30 days of admittance to the facility. Treatment plans must allow for input by DYS staff and provide a timeline to be utilized as a framework for treatment services for each youth.**
2. **Upkeep of regular progress notes for group, individual, case management and family intervention.**
3. **Overseeing the youth grievance process. This includes developing a facility policy/ procedure for youth grievances with attention to due process and youth rights issues.**
4. **Submission of a written termination report within ten (10) days of the termination.**
5. **Facilitation of youths' academic and/or employment needs, including transitional academic programming, GED preparation, employment/job skills development or other vocational skills deemed necessary.**
6. **Transportation of youths to and from all medical appointments, counseling sessions and other necessary appointments, unless other arrangements have been made with DYS staff.**
7. **Since youth in the program will be committed to the custody of DYS, submitting any necessary paperwork to juvenile court/DYS release authority/DYS contract administrator and accompanying youth to court appointments.**
8. **Filing of charges on any youth that becomes assaultive or involved in other illegal activity. DYS requires this in order to hold youth accountable for their behavior.**
9. **Immediate notification of all significant incidents, including absconders, to DYS. On evenings and weekends, the contractor will utilize an emergency phone number.**
10. **Compilation and submission of monthly attendance sheets noting youth in placement. These must be submitted by the fifth day of each month.**
11. **When applicable, reimbursement from federally funded programs (e.g. Medicaid, Title IV-E) may be pursued and the vendor will submit upon request to DYS Medicaid, Title IV-E and other cost reports in a manner and format prescribed by DYS.**
12. **When applicable, meeting reimbursement accreditation standards.**
13. **Building maintenance and cleaning that provides a clean and healthy physical environment at all times.**
14. **Twenty-four hour awake supervision, 365 days per year.**
15. **Meeting all zoning, state and local licensing, health and safety requirements and codes.**
16. **Providing appropriate clothing for youth.**
17. **At a minimum, providing three nutritional, well-balanced meals and one snack per day to meet the guidelines of a registered dietitian and the National School Lunch Act (NSLA) as evidenced by a rotation menu.**
18. **Program procedures approved by the vendor and reviewed by DYS prior to admission of youth. These procedures must address youth behavioral expectations and behavior management, including consequences for positive and negative behavior.**

D. Monitoring and Evaluation:

DYS will provide ongoing monitoring and evaluation of the services being provided. Thus, the vendor will make staff available for regular interviewing, observation, and surveying so that the services can be assessed on an ongoing basis. Likewise, DYS staff may participate in assessments, treatment teams, group treatment, family interventions, or other programming.

DYS will provide contract and fiscal monitoring and oversight of the program. The assigned DYS staff and his/her contacts will complete monitoring of day-to-day services with the contractor's representatives. Up to three times per year, DYS may evaluate the program to determine compliance with the contract agreement.

E. Compensation:

Though the primary intent of this initiative is to divert females upon commitment, some youth may be released from SJCF and transitioned to the community-based treatment program during parole. Since youth on parole may be eligible for Medicaid, two rates of compensation are necessary.

The first rate of compensation is for females not eligible for Medicaid. For non-Medicaid eligible youth the unit rate is the combined cost per day per youth for both residential services and treatment services. When determining the “per diem/per youth”, vendors should consider expenses related to fulfilling the expectations of the proposed treatment program and activities required to fulfill licensing/certification standards, if applicable. The per diem/per youth rate will be paid only during youths’ residential stay. Supplementary aftercare services that may be needed by youth and/or family members (e.g. home based treatment, intensive substance abuse treatment, individual/family counseling) are not to be incorporated into the per diem/per youth rate. If a vendor proposes to provide supplementary aftercare services in addition to the requested residential treatment services, they should clearly identify the supplementary aftercare services in their proposal and indicate if they are reimbursable under Medicaid.

The second rate of compensation is for females eligible for Medicaid. Since the expense for many of the treatment services will be reimbursed under Medicaid, the unit rate for Medicaid eligible youth will be considerably less than the unit rate for non-Medicaid youth. The vendor agrees to accept the lower rate of compensation in the event a Medicaid eligible youth is placed in the treatment program.

To promote the participation of the provider community in the initiative, DYS agrees to compensate the selected provider for 60% of the agreed upon capacity of the unit dedicated for this initiative. Payment of a per diem for the remaining 40% of contracted beds will be provided only when the beds are occupied.

F. Selection Criteria:

Provided below are the scoring criteria that will be utilized in award of the contract.

To determine if the Bidder is Responsive:

Proposals will be scored using the following selection criteria. Format the proposal by responding to each criterion in the following order. Attachments are to be inserted after the criterion being supported. FOR EXAMPLE, for criterion #2 the respondent should begin its response with the selection criterion and provide its response directly below the criterion. A copy of the license should follow the response.

1. Provide an overview of the vendor's organization; the number of beds proposed to be provided for this initiative; the location of the proposed beds; and, a description of the physical plant.
2. The respondent demonstrates it has from the Ohio Department of Mental Health a License to Operate a Residential Facility and a minimum of two (2) years of experience working with females involved with the juvenile justice system. A copy of the license must be attached. These are mandatory requirements.
3. The respondent demonstrates it has from the Ohio Department of Mental Health a Certificate of Services. If the applicant organization and/or project partner(s) have multiple certificates, please describe and attach each certificate.
4. The respondent demonstrates they have from the Ohio Department of Alcohol and Drug Addition Services a Certificate to Operate an Alcohol and Drug Addition Program. A copy of the certificate must be attached. This is NOT mandatory but is a priority consideration.
5. What is the administrative and clinical structure of the proposed program? Provide a table of organization. What are key staff responsibilities? What are the minimum qualifications of your treatment staff? What are the credentials of key staff? Provide copies of certifications/credentials of key staff.
6. Has your staff received training in working with a female population; if so what type of training and how much did they receive? How effective has it been?
7. Describe the programming your organization will provide female offenders committed to DYS and placed at your facility. Include information regarding assessment, case planning, treatment, education, transition services, and measuring outcomes.
8. Provide a weekly schedule for youth in your proposed program.
9. What mental health training has your staff been provided?
10. What mental health services do you provide?
11. What are the evidence-based treatment curricula your program uses?
12. What is your experience in providing gender specific treatment services to a female population? What age range will you serve in your program?
13. Provide examples of gender specific treatment strategies and/or programs that you currently use.
14. What gender specific training has your staff been provided? How effective has it been?
15. Describe your youth to treatment staff ratio.
16. Who do you identify as treatment staff?
17. How does the proposed program address criminogenic needs?
18. Do you provide transitional/release services for youth that you serve? Please describe. Are any of these services reimbursable under Medicaid? If so, explain.
19. Do you accept pregnant youth?
20. What specific parenting programs do you offer young girls with children?
21. What does your educational programming look like? How do you address needs and recommendations as identified in the IEP? What do you provide for those youth that already have a high school diploma or GED?
22. How do you promote family engagement?
23. Who is allowed to visit youth in your program?

24. A history of physical, sexual and/or emotional trauma is common among our population of girls. In what ways does your program address these issues?
25. Describe what you consider to be some of the more important and effective components of your therapeutic milieu.
26. Given the central importance of relationships in treatment with girls, how do you address the issue of boundary management among the girls, with staff, and regarding the family and/or eventual placement?
27. What specific actions would you take if you learned that two girls have engaged in a sexual relationship or appear to be sexualizing their relationship?
28. Scenario: A girl on the unit is making inappropriate and deeply hurtful comments to and about another girl, referencing confidential information previously shared in group. You learned of this initially through rumor and gossip among the girls. Recently, one staff member acknowledged having witnessed this youth's actions. How would your program respond to this?
29. Scenario: A girl becomes upset and angry during a group meeting and targets a specific youth with her anger. She makes threats to physically harm her. This girl has a history of physical assaults. How would your program respond to this developing situation?
30. Scenario: You discover that one of our girls has unauthorized pills in her room. As you investigate, you learn that these were given to her by family members at visitation. What actions do you take?
31. The applicant must provide a statement demonstrating commitment to using mutually agreed-upon (by DYS and the applicant) outcome measures; commitment to meeting requirements of DYS Release Authority, DYS Parole, and juvenile court guidelines for reporting; and, an agreement to participate in quality assurance activities.
32. What is the cost of residential services per day for each youth? What is the cost of treatment services per day for each youth? What is the combined cost of residential and treatment services per day per youth (per diem)? What is the number of beds your organization will dedicate to the initiative (approximately 6 to 10 are requested)? What is the number of bed days your organization will provide in state fiscal year 2012 and 2013? Provide the cost calculations for total costs (residential and treatment) for FY 2012 (December 1, 2011 through June 30, 2012) and FY 2013 (July 1, 2012 through June 30, 2013). When projecting the budget for the initiative, the vendor should use the non-Medicaid rate as the unit rate. The total number of units to be provided by the vendor will be the number of beds offered by the provider (approximately 6 to 10 beds) multiplied by the number days the bed will be provided during the fiscal year.

In addition to the selection criteria list, a significant component of the selection process is a physical plant inspection and interviews with the respondent's staff by DYS officials and proposal reviewers. Only organizations receiving the highest cumulative scores from the review of proposals will be inspected and interviewed.

DYS reserves the right to disqualify the proposal if it deems the proposed site inadequate.

PROPOSAL EVALUATION SCORING FORM

Prior to being scored, the Bidder must be determined to be “Responsive” to bid requirements. The following items must be checked as present within the bid package at time of bid opening:

(Note: Bids may be rejected without consideration or scoring if deemed as non-responsive.)

Documents Requested to be in the Bid Response:	Yes/No:
Bidder meets mandatory applicant qualifications as listed?	
Bidder returned an original, signed bid and requested number of copies?	
Bidder returned a signed Declaration of Material Assistance Form?	
Bidder returned the signed Declaration Pages?	
Bidder returned a signed W-9 Form and New Vendor Information Form?	

Mandatory Applicant Qualifications

Respondent demonstrates a minimum of two (2) years of experience in working with justice-involved females.	YES	NO
Respondent demonstrates it has from the Ohio Department of Mental Health a License to Operate a Residential Facility. A copy of the license must be attached.	YES	NO

I. Selection Criteria List provided in Exhibit A:

Meets requirements of Exhibit A. (Each item is 0 to 4 points)	Poor (0-1)	I. Adeq uate (2)	Good (3)	Superior (4)
<ul style="list-style-type: none"> ◆ Respondent provides an overview of the vendor’s organization; the number of beds proposed to be provided for this initiative; the location of the proposed beds; and, a description of the physical plant._____ ◆ The respondent demonstrates it has from the Ohio Department of Mental Health a Certificate of Services. If the applicant organization and/or project partner(s) have multiple certificates, each certificate is described and attached._____ ◆ The administrative and clinical structure of the proposed program is described._____ ◆ A table of organization is provided._____ ◆ Key staff responsibilities are provided._____ ◆ Minimum qualifications of treatment staff are provided._____ ◆ Credentials of key staff are provided with substantiating copies of certifications/credentials of key staff._____ ◆ Respondent describes training staff have received in working with a female population and describes the type of training and how much did they receive._____ ◆ Respondent describes effectiveness of female specific training provided to staff._____ ◆ Respondent describes the programming that will be provided to female offenders committed to DYS and placed at the facility._____ ◆ The assessment component is described by the respondent._____ ◆ The case planning component is described by the respondent._____ 				

- ◆ The treatment component is described by the respondent._____
- ◆ The education component is described by the respondent._____
- ◆ The transition services component is described by the respondent._____
- ◆ The method and/or means of measuring outcomes are described by the respondent._____
- ◆ A weekly schedule for youth in the proposed program is provided and adequate._____
- ◆ The mental health training staff have been provided is described._____
- ◆ The mental health services provided by staff is described._____
- ◆ The evidence-based treatment curricula used by the program are identified and described._____
- ◆ The respondent describes their experience in providing gender specific treatment services to a female population and the age range they will serve._____
- ◆ Vendor provides examples of gender specific treatment strategies and/or programs currently used._____
- ◆ Vendor describes gender specific training their staff has been provided and how effective it has been._____
- ◆ Vendor provides their youth to treatment staff ratio._____
- ◆ Vendor describes who they identify as treatment staff._____
- ◆ Vendor describes how the proposed program addresses criminogenic needs._____
- ◆ Vendor indicates if they provide transitional/release services for youth they serve and, if so, describes the services._____
- ◆ Vendor indicates if any of the transitional/release services are reimbursable under Medicaid and provides explanation._____
- ◆ Vendor indicates they accept pregnant youth._____
- ◆ Vendor describes specific parenting programs offered to young girls with children._____
- ◆ Vendor describes the educational programming._____
- ◆ Vendor describes how the educational programming addresses the needs and recommendations as identified in the IEP._____
- ◆ Vendor describes what is provided for those youth that already have a high school diploma or GED._____
- ◆ Vendor describes how they promote family engagement._____
- ◆ Vendor describes who is allowed to visit youth in their program._____
- ◆ Vendor describes how their program addresses the needs of girls with a history of physical, sexual and/or emotional trauma._____
- ◆ Vendor describes what they consider to be some of the more important and effective components of their therapeutic milieu._____
- ◆ Given the central importance of relationships in treatment with girls, the vendor describes how they address the issues of boundary management among the girls, with staff, and regarding the family and/or eventual placement._____
- ◆ Vendor adequately responds to what specific actions they would take if they learned that two girls have engaged in a sexual relationship or appear to be sexualizing their

II. BUDGET:

Budget is clear and specific. (The item is worth 0 to 28 points)	Poor (0-6)	Adequate (7-14)	Good (15-21)	Superior (22-28)
<p>◆ The unit cost is reasonable considering the comprehensive services required to meet the needs of the program and the vendor provides/describes the cost of residential services per day for each youth; the cost of treatment services per day for each youth; the combined cost of residential and treatment services per day per youth (per diem); the number of beds the respondent will dedicate to the initiative (approximately 6 to 10 are requested); the number of bed days the organization will provide in state fiscal year 2012 and 2013; the cost calculations for total costs (residential and treatment) for FY 2012 (December 1, 2011 through June 30, 2012) and FY 2013 (July 1, 2012 through June 30, 2013). The vendor uses the non-Medicaid rate as the unit rate when projecting the budget for the initiative. The total number of units provided by the vendor is the number of beds offered by the provider (approximately 6 to 10 beds) multiplied by the number days the bed will be provided during the fiscal year. _____</p>				

TOTAL SCORE:

_____/28

Comments: _____

III. Priority Consideration:

Information to determine priority consideration is provided. (The item is worth 0 to 15 points)	YES	NO
<p>◆ The respondent demonstrates they have from the Ohio Department of Alcohol and Drug Addition Services a Certificate to Operate an Alcohol and Drug Addition Program. A copy of the certificate must be attached. This is NOT mandatory but is a priority consideration.</p>		

TOTAL SCORE: _____/15

Comments: _____

IV. INTERVIEW & PHYSICAL PLANT INSPECTION(UP TO 60 POINTS)

In addition to the selection criteria list, a significant component of the selection process is a physical plant inspection and interviews with the respondent's staff by DYS officials and proposal reviewers. A portion of the interview will focus upon staffing plans, the provision of educational services, reintegration into the school district of residence, reentry and transition services, and engaging community partners.

G. Renewal Clause:

At the sole option of ODYS, this contract may be renewed, beginning December 1, 2011, under the same terms and conditions applicable to this contract for any period of time, up to a maximum of twenty-four (24) additional months; but, such renewals may not extend beyond the biennium in which the renewal takes place. In order to exercise this option, ODYS must advise the Contractor, in writing, sixty (60) days prior to the expiration of current contract.

In accordance with Section 126.07 of the Revised Code of Ohio, any renewal hereunder shall not be valid or enforceable, unless and until the Director, Office of Budget and Management first certifies that there is a balance in the appropriation, not already obligated to pay existing obligations.

The Ohio Department of Youth Services reserves the right to reject any and all proposals where the offeree takes exception to ODYS terms and conditions or fails to meet the terms and conditions, including, but not limited to, standards, specifications and requirements.

In addition, The Ohio Department of Youth Services reserves the right to reject, in whole or in part, any and all responses if any of the following circumstances are true:

- (A) bids offer supplies or services that are not in compliance with the requirements, specifications, terms or conditions stated in the bid document,
- (B) the price of the lowest responsive and responsible bid is deemed excessive in comparison with market conditions or with the purchasing agency's available funds, or
- (C) ODYS determines that awarding any item is not in the best interest of the state of Ohio.

H. Bidders' Conference and Due Date:

A bidder's conference will be held in Columbus, Ohio, Ohio on September 28, 2011 at 10:30 am. The purpose of the conference will be to present a brief overview of the RFP and to answer any questions about the RFP requirements or the proposed project. Please e-mail Jeff Spears at jeff.spears@dys.ohio.gov by 5:00 pm on September 27, 2011 the name and agency of the individual(s) planning to attend the bidders' conference. The location of the conference will be:

Ohio Department of Youth Services, 51 North High Street
Jack Reil Conference Room (Lower Level),

Submission and Due Date:

The proposal narrative (responses to the selection criteria) is limited to 30 pages and should be single spaced; 12-point type; and, have one inch borders. Attachments are NOT included in the 30 page limit. The original copy of the complete proposal and seven (7) copies are due to Randy Russell, 51 North High Street, 5th FL, Columbus, Ohio 43215 by 3:00 pm EST on October 17, 2011

PART FOUR: DECLARATION STATEMENT EXPLANATIONS

I. Instructions – The intent of this part of the bid document is to clarify the items that will be required to implement a contract and to explain the Declaration Statements on Attachment Three. Bidders must sign and return Attachment Three with their bid response.

Ohio Elections Law

A. Prohibition

State agencies whose directors or heads are appointed by the Governor are prohibited by Divisions (I) and (J) of Section 3517.13 of the Revised Code from awarding any noncompetitively bid contract for the purchase of goods or services costing more than \$500.00 to an entity listed in those Divisions if a party listed in those Divisions or the spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to the Governor's campaign committee.

B. Individual, Partnership, Association, Estate or Trust

A vendor that is an individual, partnership, association, including, without limitation, a professional association organized under Chapter 1785. of the Revised Code, estate, or trust shall include in its bid an affirmative statement that, as applicable to the vendor, no such individual or spouse of such individual has made, and no partner, shareholder, administrator, executor, or trustee, or the spouses of any of them has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to the Governor's campaign committee, consistent with the restrictions of Section 3517.13 (I) of the Revised Code.

C. Corporation or Business Trust

A vendor that is a corporation or business trust, except a professional association organized under Chapter 1785. of the Revised Code, shall include in its bid an affirmative statement that no owner of more than twenty percent of the corporation or business trust or the spouse of such person, has made, as an individual, within the two previous calendar years, taking into consideration only owners for all of such period, one or more contributions totaling in excess of \$1,000.00 to the Governor or to the Governor's campaign committee, consistent with the restrictions of Section 3517.13 (J) of the Revised Code.

Ohio Ethics and Conflict of Interest Laws

In accordance with Executive Order 2007-01S, Vendor or Grantee, by signature on this document, certifies: (1) it has reviewed and understands Executive Order 2007-01S; (2) it has reviewed and understands the Ohio ethics and conflict of interest laws; and, (3) will take no action inconsistent with those laws and this order. The Vendor or Grantee understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this contract or grant and may result in the loss of other contracts or grants with the State of Ohio.

Prohibition of the Use of Public Funds for Offshore Services:

In accordance with Executive Order 2011-12K, regarding the prohibition on the purchase of offshore services, Vendor or Grantee, by signature on this document, certifies: (1) it has reviewed and understands the provisions of Executive Order 2011-12K; (2) it understands and will abide by the requirements of this order; (3) will disclose the location(s) where all services will be performed by any contractor or subcontractor; (4) will disclose the location(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up, or stored; (5) will disclose any shift in the location of any services being provided by the contractor or subcontractor; (6) will disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contract. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is attached and is available at the following website:

[Http://www.governor.ohio.gov/Default.aspx?tabid=1495](http://www.governor.ohio.gov/Default.aspx?tabid=1495)

The Bidder/Offeror shall provide all the name(s) and locations where services under this Contract will be performed in the spaces provided within the Declaration Pages. Failure to provide this information as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

Equal Employment Opportunity: The Contractor will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Equal Opportunity Department's website:
<http://www.das.ohio.gov/Eod/AAPV.htm>

Statement of Compliance.

ODYS intends for the Contractor, all of the Contractor's employees and/or subcontractors to implement and comply with all federal and Ohio laws, rules of the Ohio Administrative Code, ODYS security policies, Standard Operating Procedures and, where applicable, Protocols of the Office of Correctional Healthcare, ODYS Management Audit Standards and ACA Standards pertaining to healthcare services as those laws, rules and policies, and standards are currently enacted and promulgated and as they may subsequently be amended and adopted. The Contractor agrees that any students, interims, or residents, as part of a formal training program, will work under staff supervision commensurate with their level of training.

Bidder Profile Summary

Using the form provided in Attachment Two, the Bidder must provide a five-year history of all contracts, for which the Bidder is providing, or has provided under any previous corporate name or identity, services similar to those requested in this RFP. Information provided includes: Company name and address, contact person and phone number, program name, beginning date of project (month/year), ending date of the project (month/year), description of related services provided that relates to the requirements of this RFP. Attachment Two may be reproduced as needed to respond to the mandatory requirements and desirable requirements as stated in this RFP.

Conflict of Interest

Each Bid must include a statement indicating whether the Bidder, or any people that may work on the project through the Bidder, have a possible conflict of interest, direct or indirect, which is incompatible with the fulfillment of these services. ODYS has the right to reject a Bid in which a conflict is disclosed or cancel the contract if any interest is later discovered that could give the appearance of a conflict. See third page of Declaration Statements, Attachment Three.

Proof of Workers' Compensation Insurance

The Contractor must carry and show proof of current coverage for Workers' Compensation for all employees, subcontractors and independent contractors under this contract. The Contractor agrees and understands that ODYS shall not provide Workers' Compensation coverage for the contractor, employees of the contractor or any subcontractors. Sole proprietors and staffing agency companies are also subject to comply with all Workers' Compensation insurance requirements.

All insurance policies must remain in effect during the term of this contract and any subsequent renewals. The Contractor must continue to provide proof of current coverage for each policy any time a previous certificate expires.

W-9 Form

The Bidder must complete a W-9 form in its entirety. At least one original W-9 form must be submitted, completed in blue, not black, ink. All other copies of a Bid may contain copies of the W-9 form. Please indicate on the cover letter, which Bid is the original. The W-9 form may be accessed and downloaded at the following website: <http://www.irs.gov/faqs/faq12-5.html>

Declaration of Material Assistance

Completed Declaration of Material Assistance (DMA)/NonAssistance to Terrorist Organization. Prior to Award, the Contractor must complete return this form with the bid response. No award can be made unless this form is on file with the Contracts Section of ODYS. The form may be accessed and downloaded at the following website:

http://www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf

Ohio Department of Youth Services

Contract Invoice (Sample)

CONTRACTOR NAME/ADDRESS

Contract #

PURCHASER NAME/ADDRESS

Ohio Department of Youth Services

DYS
Purchase Order #

NOTE: Contractor must invoice the ODYS within 10 working days of the final date of service for the invoice period.

TYPE OF SERVICE:

DATES OF SERVICE:

FROM TO

(The Dates of Service are to represent the actual service dates and not the contract duration dates)

DESCRIPTION OF SERVICE (S)	UNIT OF MEASURE	QUANTITY	X	UNIT RATE (A)	=	TOTAL
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
TOTAL					= \$	-

(A) If rate is less than "contracted" rate due to cost sharing, other funding received, etc. attach detailed explanation.

I certify that the above service amounts were delivered and that any other related reimbursements requested are accurate and in accordance with the established contract. Above costs are not being reimbursed by Medicaid.

Contractor's Signature: _____ Date: _____

I certify that the above service amounts and any other related reimbursements requested for payment were received and are in accordance with the established contract.

If applicable, I have verified that the information submitted on the attached "Contractor's Attendance Sheet" balances to the above information.

ODYS Signature: _____ Date: _____

ODYS Approver: _____ Date: _____

PART FIVE: BIDDER RESPONSE FORM

BIDDER RESPONSE

**BID DYS12012CO for TREATMENT ALTERNATIVES FOR FEMALES
COMMITTED TO THE OHIO DEPARTMENT OF YOUTH SERVICES**

Deadline Date	Deadline Time	Bid Contact Person Name
October 17, 2011	3:00 PM EST	Randy Russell, Bureau Chief 51 North High Street 5 th Floor Columbus, Ohio 43215

Please Print or Type:

a) Bidder's Name	b) Company Name (If applicable)	
c) Address	d) City, State and Zip	e) Telephone Number
f) Federal Tax I.D. # or S.S.# (Circle One)	g) Contact Person's Name (List telephone # if different than above)	
h) Contact Email Address:		

	(Required) STATE FISCAL YEAR	(Required) UNIT (Hour, per diem etc.)		(Required) PROPOSED # OF UNITS *	X	(Required) * MAXIMUM UNIT COST	=	(Required) MAXIMUM TOTAL
					X		=	
				=	X		=	
					X		=	
					X		=	
	TOTAL							

* If the Bidder receives or anticipates receiving any other type(s) of funding (e.g. Medicaid, Title IV-E, etc.), the Bidder is to provide multiple rates based on eligibility (e.g. one rate for non-eligible program/youth and one rate for eligible). A schedule detailing the adjusted rates is to be attached to the Bidder's Response.

i) Provide a detailed description of the program/service that will be provided in response to this RFP. Include how you or your organization meets or exceeds the capability to provide the services described in the attached Exhibit A. If it is demonstrated that you or your organization can NOT provide these services, your RFP Response may be rejected.

j) If there are any exceptions to the services requested in Exhibit A of this RFP, attach a detailed explanation. DYS reserves the right to disqualify any bidder whose exceptions significantly impact the delivery of services.

**DYS120102CO FOR TREATMENT ALTERNATIVES FOR FEMALES
COMMITTED TO THE OHIO DEPARTMENT OF YOUTH SERVICES**

Bidder Response Form (Continued):

*My **ORIGINAL SIGNATURE** below signifies that I understand and accept, on behalf of myself or the above named Company, all of the terms and conditions contained herein and attached. I understand that an unsigned or copy of this RFP is **NOT** acceptable.*

Authorized Signature:

Date

NAME (type or print)

TITLE (type or print)

ATTACHMENT ONE: STANDARD TERMS AND CONDITIONS

1. DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS) OR CONTROLLING BOARD APPROVAL: If DAS or Controlling Board approval is required, this Contract shall not be valid and enforceable until appropriate approvals are received.
2. CERTIFICATE OF AVAILABLE FUNDS: Notwithstanding any other provision of this Contract, and in accordance with Section 126.07 of the Revised Code of Ohio, this Contract shall not be valid or enforceable, unless and until the Director, Office of Budget and Management first certifies that there is a balance in the appropriation, not already obligated to pay existing obligations.
3. NATURE OF CONTRACT: It is fully understood and agreed that the Contractor is an independent contractor and is not an agent, servant or employee of ODYS or the State of Ohio. The Contractor must receive ODYS written approval prior to entering into any subcontract or joint venture for the delivery of services required by this Contract. If the Contractor enters into any agreement with a subcontractor, the Contractor is ultimately responsible for any and all actions or omissions by the subcontractor in the delivery of services under this contract.

Throughout the term of this contract, the Contractor shall provide ODYS with copies of all current licensure, certification, and/or accreditation, including any renew or re-issuance thereof, for any employee or subcontractor, providing services under this contract.

The Contractor agrees that while operating in an ODYS facility the contractor and/or any employee or subcontractor of the contractor, shall follow all applicable rules and regulations for that facility.

Except as expressly provided herein, neither party shall have the right to bind or obligate the other party in any manner without the prior written consent of the other party.

4. NONDISCRIMINATION: Pursuant to O.R.C., Section 125.111, the Contractor agrees that Contractor, any subcontractor, and any person acting on behalf of the Contractor or subcontractor, will not discriminate, by reason of race, color, religion, sex, age, disability, as defined in ORC 4112.01, national origin, or ancestry against any citizen of this state in the hiring of any person qualified and available to perform the work under this contract. Contractor further agrees that Contractor, any subcontractor, and any person acting on behalf of Contractor or subcontractor shall not, in a manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under this contract on account of race, color, religion, sex, age, disability as defined in ORC 4112.01, national origin, or ancestry.

The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices, setting forth the provisions of this nondiscrimination clause. The Contractor and any Subcontractor shall state in all solicitations or advertisements for employees placed by, or on behalf of, the Contractor that it is an equal opportunity employer and shall incorporate the requirements of this Section in all of its contracts for any of the performance of work under this contract.

The Contractor agrees that it has a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as defined in Ohio Revised Code, Section 122.71. Annually, the contractor agrees to file a description of the affirmative action program and a progress report on its implementation with the Equal Employment Opportunity Office of the Department of Administrative Services.

STANDARD TERMS AND CONDITIONS (Continued)

5. TAXES: The Contractor affirms that it is not delinquent in the payment of any applicable federal, state, and local taxes and agrees to comply with all applicable Federal, State and Local laws in the performance of the work hereunder.

The Contractor accepts full responsibility for payment of all taxes, including and without limitation, unemployment compensation, insurance premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by the Contractor in the performance of the work authorized by this Contract. The contractor must provide workers compensation for their employees and submit proof upon request. ODYS and the State of Ohio shall not be liable for any taxes under this Contract.

Additionally, the State of Ohio, ODYS is exempt from state, county, and transit sales taxes for services and goods supplied to and billed directly to ODYS.

6. GOVERNING LAW: This Contract and any claims arising in any way out of this Contract shall be governed by the laws of the State of Ohio and the United States. Any provision of this Contract prohibited by the law of Ohio shall be deemed void and of no effect. Any litigation arising out of or relating in any way to this Contract or the performance hereunder shall be brought only in the courts of Ohio, and the Contractor hereby irrevocably consents to such jurisdiction.
7. TERMINATION OR DEFAULT: Prior to the expiration of the term of this Contract, either party may terminate the Contract, with or without cause, by providing written notice to the other party not less than thirty (30) days prior to the termination date. Termination pursuant to this paragraph will relieve either party of further obligation under this Contract. In no event will ODYS be obligated to pay for any services not actually performed by the Contractor.
8. CONTRACT AMOUNT CHANGES: ODYS and the Contractor agree that ODYS may make adjustments in the total amount of this contract as may be necessary to provide essential services. Adjustments shall not cause ODYS to exceed annual or biennial allocations. An increase in the total amount of the contract may be subject to approval by DAS or Controlling Board before any such change is valid and enforceable. ODYS shall notify the contractor, in writing, the effective dates of any such change.
9. MODIFICATION TO SERVICES: ODYS and the Contractor agree that any change in the rate(s) or type(s) of service shall require written agreement by both parties.
10. RECORDS RETENTION: The Contractor shall maintain independent books, records, documents, and papers involving all transactions relative to the performance of this Contract which reflect any and all direct and indirect costs expended in the performance of this contract in a manner consistent with generally accepted accounting principals in the performance of services required by this contract. Youth case files and material filed or referenced under a youth's name shall be maintained according to the retention schedule established by ODYS. The Contractor shall, for each subcontract authorized by ODYS, in excess of twenty-five hundred dollars (\$2,500.00), require its subcontractor(s) to agree to the same provisions of this article.
- All of the above records, books, documents, papers, case files, etc. shall be retained for seven (7) years unless ODYS approves a shorter retention period, in writing. The Contractor may apply for such authorization after the fiscal year in which the final entry was made. In addition, all of the above documents shall be made available at all reasonable times during the period of their required retention by authorized Federal, State and ODYS personnel. The Contractor agrees to be responsible for the costs of any audit in which it is determined that the Contractor violated, in any material respect, any provision of Federal, and State or local law.
11. DISCLOSURE OF INFORMATION: Contractor agrees that neither it, nor its designees or sub-contractors, will use or disclose any information concerning ODYS youth for any purpose unless necessary to the administration of ODYS or Contractor's responsibilities under this Contract. The Contractor agrees to obtain the written consent of ODYS prior to disclosure of youth records unless otherwise ordered by a court of competent jurisdiction.

STANDARD TERMS AND CONDITIONS (Continued)

12. LIMITATION OF LIABILITY: The State's liability for damages, whether in contract or in tort, shall not exceed the total amount of compensation payable to the Contractor under the ODYS "Contract and Agreement", "Compensation of Services" article, above, or the amount of direct damages incurred by the Contractor, whichever is less. In addition, the Contractor agrees that ODYS and the State of Ohio and any funding source for this contract are held harmless and immune from any and all claims for injury or damages arising from this contract which are attributable to the Contractor's own actions or omissions or those of its trustee, officers, employees, subcontractors, suppliers, and other third parties while acting under this contract. Such claims shall include any claims made under the Fair Labor Standards Act or under any other federal or state law involving wages, overtime, or employment matters and any claims involving patents, copyrights and trademarks. Contractor agrees to bear all costs associated with defending against any such claims or legal actions when requested by ODYS or State to do so.

13. CONFLICTS OF INTEREST: No personnel of the Contractor or member of the governing body of any locality or other public official or employee of any such locality in which, or relating to which, the work under this Contract is being carried out, and who exercises any functions or responsibilities in connection with the review or approval of the understanding or carrying out of any such work, shall prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of said work.

If any person acquires an incompatible or conflicting personal interest, on or after the effective date of this contract, or any such person involuntarily acquires any such incompatible or conflicting personal interest, then the contractor shall immediately disclose such interest to ODYS in writing. Thereafter, such person shall not participate in any action affecting the work under this contract, unless ODYS shall determine that, in the light of the personal interest disclosed, such participation in any such action would not be contrary to the public interest.

14. ENTIRE AGREEMENT: The Contract, when signed by both parties, along with any attachments and the Request for Proposal and Response (if an RFP process was used), constitutes the entire agreement between the parties herein. No rights herein will be waived, unless specifically agreed upon in writing by the parties hereto. This Contract supersedes any and all previous agreements, whether written, or oral, between the parties. A waiver by any party of any breach or default by the other party under this Contract shall not constitute a continuing waiver by such party of any subsequent act in breach of or in default hereunder.

15. NOTICES: Except as specifically provided otherwise, all notices, consents and communications hereunder shall be given in writing, and be either hand carried or sent by certified mail, return receipt requested, to the respective addresses on the signature page of this document

16. SEVERABILITY: The provisions of this Contract are severable and independent. If any provision of this contract be deemed unenforceable by a court of competent jurisdiction in whole or in part, the remaining provisions of this contract and any partially enforceable provisions, to the extent enforceable, shall, nevertheless, be binding and enforceable.

17. SUCCESSORS AND ASSIGNS: Except as provided in this paragraph, neither this Contract nor any rights hereunder may be assigned or transferred in whole or in part by either party, without the prior written consent of the other party. The work contemplated in this contract is to be performed by the Contractor, who may subcontract without ODYS approval for the purchase of articles, supplies, components or special mechanical services that do not involve the type of work or services described in Exhibit A but which are required for its satisfactory completion. The Contractor should notify ODYS, in advance, of any of these subcontracts or joint ventures. All work subcontracted shall be at the expense of the Contractor.

18. DRUG FREE WORKPLACE: The Contractor agrees to require that all its employees, while working on state property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

STANDARD TERMS AND CONDITIONS (Continued)

19. **CHILD SUPPORT:** The Contractor agrees to cooperate with the Ohio Department of Job and Family Services and any Ohio Child Support Enforcement Agency (CSEA) in ensuring that any person performing services hereunder meets child support obligations established under state law. Further, by executing this agreement the Contractor certifies present and future compliance with any court order for the withholding of support, which is issued pursuant to Chapters 3119, 3121, 3123 and 3125 of the Ohio Revised Code.
20. **OWNERSHIP:** ODYS shall have unrestricted authority to reproduce, distribute and use (in whole or in part) any reports, data or materials prepared by the Contractor, subcontractor or any person acting on behalf of the contractor pursuant to this agreement. No such documents or other materials produced (in whole or in part) with funds provided to the Contractor by ODYS shall be subject to copyright by the Contractor in the United States or any other country. The Contractor agrees that all deliverables hereunder shall be made freely available to the general public to the extent required by law.
21. **FIREARMS RESTRICTION:** The Contractor agrees that the Contractor, any Subcontractor, and /or any person acting on behalf of the Contractor or Subcontractor, will not possess or maintain the presence of any firearm in or on any premise used in the delivery of residential services of youth. The Contractor agrees to apply, in writing, within ten (10) days of the Contractor's execution of this contract for a written waiver of this provision from ODYS Director in the event that this provision would create an economic hardship (e.g. an employer, such as a police department, requires a foster parent who is also a police officer to carry a firearm as a requirement of his/her employment) or would otherwise be unreasonable.
22. **OTHER APPLICABLE LAW:**

The Contractor is required to comply with O.R.C., Chapter 4115 "Wages and Hours on Public Works" as required by law. The Contractor shall meet State of Ohio requirements for certification, licensure and registration where applicable. Contractor shall be required to provide proof of such certification, licensure and registration and to provide any renewal certification, licensure and registration.

The Contractor shall comply with the provisions as specified in the O.R.C., Section 109.572 regarding criminal records check and fingerprinting and maintain adequate records thereof.

In the performance of this contract, the Contractor agrees to comply with all Federal, State, and Local laws and the Ohio Administrative Code.

ODYS is subject to O.R.C. 149.43 "Availability of Public Records", and therefore any documents, which are a part herein, shall be disclosed as required by law.
23. **NOTICE TO RETIREES:** A retiree cannot continue to receive benefits and work as an independent contractor under a contract for any period of time for the employer from which they retired. This prohibition is applicable regardless of the number of hours or days actually worked.
24. **UNRESOLVED FINDINGS FOR RECOVERY:** Contractor affirmatively represents and warrants to ODYS that it is not subject to a finding or recovery under ORC 9.24, or that it has taken the appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section. Contractor agrees that if this representation and warrant is deemed to be false, the Contract shall be void ab initio as between the parties to this Contract, and any funds paid by ODYS hereunder shall be immediately repaid to ODYS, or an action for recovery may be immediately commenced by ODYS for recovery of said funds.
25. **SWEATSHOP FREE:** By the signature affixed to this ITB/RFP, Bidder/Offerer certifies that all facilities used for the production of the supplies or performance of services offered in the bid/RFP are in compliance with applicable domestic labor, employment, health and safety, environmental and building laws. This certification applies to any and all suppliers and/or subcontractors used by the Bidder/Offerer in furnishing the supplies or services described in the bid/RFP and awarded to the Bidder/Offerer. If DAS receives a complaint alleging non-compliance with sweatshop free requirements, DAS may enlist the services of an independent monitor to investigate allegations of such non-compliance on the part of the Contractor, any sub-contractors or suppliers used by the Contractor in performance of the Contract. If allegations are proven to be accurate, the Contractor will be advised by DAS of the next course of action to resolve the complaint and the Contractor will be responsible for any costs associated with the investigation. Items that will be considered in an investigation include, but are not limited to standards for wages, occupational safety and work hours.

STANDARD TERMS AND CONDITIONS (Continued)

26. **PROHIBITION OF THE PURCHASE OF OFF-SHORE SERVICES:** The Contractor affirms to have read and understands Executive Order 2011-12K issued by Ohio Governor John R. Kasich and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States. The Executive Order is available at the following website: (<http://www.governor.ohio.gov/Default.aspx?tabid=1495>).

The Contractor also affirms, understands, and agrees to immediately notify the State of any change or shift in the location(s) of services performed by the Contractor or its subcontractors under this Contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.

TERMINATION, SANCTION, DAMAGES:

The State is not obligated and shall not pay for any services provided under this Contract that the Contractor or any of its subcontractors performed outside of the United States. If services are performed outside of the United States, this will be treated as a material breach of the Contract, and Contractor shall immediately return to the State all funds paid for those services.

In addition, if the Contractor or any of its subcontractors perform any such services outside of the United States, the State may, at any time after the breach, terminate this Contract for such breach, upon written notice to the Contractor. If the State terminates the Contract, the State may buy substitute services from a third party, and the State may recover the additional costs associated with acquiring the substitute services.

If the Contractor or any of its subcontractors prepares to perform services, changes or shifts the location(s) of services performed by the Contractor or its subcontractors under this Contract to a location(s) outside of the United States, but no services are actually performed, the Contractor has 10 business days to change or shift the location(s) of services performed to location(s) within the United States. The State may recover liquidated damages in the amount of 50 % of the value of the contract for every day past the time permitted to change or shift the location(s).

ASSIGNMENT / DELEGATION:

The Contractor will not assign any of its rights nor delegate any of its duties and responsibilities under this Contract without prior written consent of the State. Any assignment or delegation not consented to may be deemed void by the State.

ATTACHMENT TWO: BIDDER PROFILE SUMMARY

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided:		

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided:		

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided:		

ATTACHMENT THREE: DECLARATION STATEMENTS
Re: DYS120102CO for TREATMENT ALTERNATIVES FOR FEMALES
COMMITTED TO THE OHIO DEPARTMENT OF YOUTH SERVICES

MUST BE COMPLETED, SIGNED AND RETURNED WITH BID RESPONSE

Failure to complete, and return with the bid, this Declaration Attachment may deem your bid non-responsive

Ohio Elections Law Information: (See Part FOUR)

A. Prohibition

State agencies whose directors or heads are appointed by the Governor are prohibited by Divisions (I) and (J) of Section 3517.13 of the Revised Code from awarding any noncompetitively bid contract for the purchase of goods or services costing more than \$500.00 to an entity listed in those Divisions if a party listed in those Divisions or the spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to the Governor's campaign committee.

B. Individual, Partnership, Association, Estate or Trust

A vendor that is an individual, partnership, association, including, without limitation, a professional association organized under Chapter 1785. of the Revised Code, estate, or trust shall include in its bid an affirmative statement that, as applicable to the vendor, no such individual or spouse of such individual has made, and no partner, shareholder, administrator, executor, or trustee, or the spouses of any of them has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to the Governor's campaign committee, consistent with the restrictions of Section 3517.13 (I) of the Revised Code.

C. Corporation or Business Trust

A vendor that is a corporation or business trust, except a professional association organized under Chapter 1785. of the Revised Code, shall include in its bid an affirmative statement that no owner of more than twenty percent of the corporation or business trust or the spouse of such person, has made, as an individual, within the two previous calendar years, taking into consideration only owners for all of such period, one or more contributions totaling in excess of \$1,000.00 to the Governor or to the Governor's campaign committee, consistent with the restrictions of Section 3517.13 (J) of the Revised Code.

Ohio Ethics and Conflict of Interest Laws Information:

In accordance with Executive Order 2007-01S, Vendor or Grantee, by signature on this document, certifies: (1) it has reviewed and understands Executive Order 2007-01S; (2) it has reviewed and understands the Ohio ethics and conflict of interest laws; and, (3) will take no action inconsistent with those laws and this order. The Vendor or Grantee understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this contract or grant and may result in the loss of other contracts or grants with the State of Ohio.

DECLARATION STATEMENTS (Continued)

Prohibition of the Use of Public Funds for Offshore Services:

In accordance with Executive Order 2011-12K, regarding the prohibition on the purchase of offshore services, Vendor or Grantee, by signature on this document, certifies: (1) it has reviewed and understands the provisions of Executive Order 2011-12K; (2) it understands and will abide by the requirements of this order; (3) will disclose the location(s) where all services will be performed by any contractor or subcontractor; (4) will disclose the location(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up, or stored; (5) will disclose any shift in the location of any services being provided by the contractor or subcontractor; (6) will disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contract.

By signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2011-12K, issued by Ohio Governor John Kasich. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is available at the following website:

[Http://www.governor.ohio.gov/Default.aspx?tabid=1495](http://www.governor.ohio.gov/Default.aspx?tabid=1495)

The Bidder/Offeror shall provide all the name(s) and locations where services under this Contract will be performed in the spaces provided below. Failure to provide this information as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

LOCATION OF SERVICES/OFF-SHORE/I-9 CERTIFICATION

1. List principal location of business for the contractor:

_____	_____
_____	_____
_____	_____

List name(s)/Principal location of business of subcontractors who will be performing work under the Contract.

_____	_____
_____	_____
_____	_____

2. Location where services will be performed by Contractor:

_____	_____
_____	_____
_____	_____

3. List the location(s) where any state data associated with any of the services being provided, or seek to provide, will be accessed, tested, maintained, backed-up or stored:

_____	_____
_____	_____
_____	_____

DECLARATION STATEMENTS (Continued)

4. Location where services to be performed will be changed or shifted by Contractor:

_____	_____
_____	_____
_____	_____

Location where services to be performed will be changed or shifted by subcontractor:

_____	_____
_____	_____
_____	_____

By the signature affixed to this Executive Order 2011-12K Declaration Statement, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of ODYS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of ODYS, will be deemed as a default. If a default should occur, ODYS will seek all legal remedies as set forth in the Terms and Conditions, which may include IMMEDIATE cancellation of the Contract.

_____ (Company) affirms it shall not and shall not allow others to perform work or take data outside the United States without express authorization from the Agency Project Representative.

_____ (Company) affirms that all personnel provided for the Project, who are not United States citizens, will have executed a valid I-9 form and presented valid employment authorization documents, and maintain records of such; and, also affirms that any small business program participants will provide necessary data to ensure program reporting and compliance.

_____ (Company) agrees that it (and any personnel or independent contractors provided for performance of this contract) is a separate and independent enterprise from the State of Ohio and the Ohio Department of Youth Services; and, that this contract does not constitute any joint employment relationship between _____ (insert Company name), and its representatives and the Department of Youth Services, including obligation for any lawful taxes, deductions or contributions, federal, state or local.

_____ (Company) agrees to above:

Equal Employment Opportunity Information:

The Contractor will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Equal Opportunity Department's website: <http://www.das.ohio.gov/Eod/AAEEO.htm>

DECLARATION STATEMENTS (Continued)

Contract Performance. The Bid must provide the following information for this section for the past seven years. **Please indicate yes or no in each column.** If the answer to any item is affirmative, the Bidder must provide complete details about the matter on a separate page.

Yes/No	Description
	The Bidder has had a contract terminated for default or cause. If so, the Bidder must submit full details, including the other party's name, address, and telephone number.
	The Bidder has been assessed any penalties in excess of five thousand dollars (\$5,000), including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity). If so, the Bidder must provide complete details, including the name of the other organization, the reason for the penalty, and the penalty amount for each incident.
	The Bidder was the subject of any governmental action limiting the right of the Bidder to do business with that entity or any other governmental entity.
	Trading in the stock of the company has ever been suspended with the date(s) and explanation(s).
	The Bidder, any officer of the Bidder, or any owner of a twenty percent (20%) interest or greater in the Bid has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
	The Bidder, any officer of the Bidder, or any owner with a twenty percent (20%) interest or greater in the Bid has been convicted of a felony or is currently under indictment on any felony charge.

Conflict of Interest. Additional information regarding Conflict of Interest and Ethics Compliance, as it relates to award of this RFP, may be found in Attachment One, Article X.

The Bidder must include a statement indicating whether the Bidder, or any people that may work on the project through the Bidder, have any possible conflict of interest, direct or indirect which is incompatible with the fulfillment of these services.

Provide statement regarding any potential Conflict of Interest not indicated in the check list above:

While an affirmative answer to any of the items in the Contract Performance checklist or, inclusion of a statement of possible Conflict of Interest, will not automatically disqualify a Bid from consideration, such an answer or statement and a review of the background details may result in a rejection of the Bidder's bid, at the sole discretion of the evaluation team. The team will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the Bidder's performance on the project, and the best interests of the State.

I attest that I am a representative of the organization listed in this bid and have the authority to bind the Bidder to the aforementioned requirements.

Printed Name and Title: _____

Signature: _____

Organization: _____ Date: _____

DECLARATION STATEMENTS (Continued)

Yes No

Have you experience with providing TREATMENT ALTERNATIVES FOR FEMALES ? _____

Have you had past performance on previous state contracts? _____

This Bid covers all Statement of Services listed on Exhibit A:

Yes _____ No _____

If No: please explain specific statement of services that could not be met.

Authorized signature

Date

Ohio Preference: (Buy Ohio):

Bidder has significant economic presence within the state of Ohio. Yes _____ No _____
 (Bidder has ten or more employees based in Ohio or border state) Yes _____ No _____
 (Bidder has 75% or more employees based in Ohio or border state) Yes _____ No _____

Border State Bidder: Yes _____ (KY__MI__NY__ PA__ IN__) No _____

Total Number of Employees: Nation-wide: _____ Ohio: _____

Percentage of Women: Nation-wide: _____ Ohio: _____

Percentage of Minorities: Nation-wide: _____ Ohio: _____

PROVIDER CHECKLIST

Please read each question and initial or check each box

Did you review the ODYS Exhibit A?

Did you review the Terms and Conditions?

"Bidder Information"

Did you complete each box of Bidder Response Form (Part Five)?

Did you clarify (by circling) whether the # provided in (f) is a Federal Tax I.D. # or a Social Security #?

Did you sign and date your Bidder Response?

"Proposed Cost"

Did you bid as ODYS requested (e.g. by hour or other type of unit)?

Did you bid for the entire time frame requested (e.g. 1 Year/Six Months)?

Do you anticipate receiving any outside funding (e.g. Medicaid, IV-E, etc.) and if so, did you provide an attachment detailing such funding?

Did you check your bid for mathematical errors?

Does your Bidder Response include all services and/or other reimbursable costs for which you will invoice ODYS?

"Detailed Description"

Did you include a **detailed** description of your program/services?

Do you meet minimum qualifications outlined in the RFP?

"Exceptions"

--

If applicable, did you provide a detailed explanation of any exceptions you have in regards to Exhibit A?

OTHER

If applicable, did you include all required certifications, licenses, etc.?

Did you include requested documents: i.e. the Declaration Statements Attachment; the Declaration of Material Assistance; W-9 Form?

Is your bid being submitted within the timeframes established in Part Two?

Are you returning the original bid package?

Are you returning Seven 7 copies of the entire bid package?

Have you labeled your sealed envelope with the bid number and title?

Did you make a copy for your records?

Did you include the W-9 Form?