

# REQUEST FOR PROPOSALS

## ADDENDUM # 2

ISSUED: September 6, 2013

**RFP NUMBER:** CSP906414  
**INDEX NUMBER:** DRC004

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Rehabilitation and Correction is requesting proposals for:

### Therapeutic Community Treatment Program for Alcohol and Other Drug Treatment at the Chillicothe Correctional Institution and the Grafton Reintegration Center

**Reasons for Addendum:** This addendum is issued to clarify training locations on page 2, add Tuberculosis (TB) Testing requirement on page 3, TB testing statement on page 16, to identify what equipment the State will provide and training locations on page 16 and revise a proposed schedule plan on page 17.

**\*PROPOSAL DUE DATE:** September 20, 2013

**OPENING LOCATION:** Department of Administrative Services  
General Services Bid Desk  
4200 Surface Road  
Columbus, Ohio 43228-1395

PART ONE: EXECUTIVE SUMMARY

**PURPOSE.** This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Department of Rehabilitation and Correction (ODRC), (the Agency), is soliciting competitive sealed proposals (Proposals) for Therapeutic Community Treatment Program for Alcohol and Other Drug Treatment at the Chillicothe Correctional Institution and the Grafton Reintegration Center and this RFP is the result of that request. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP also gives the estimated dates for the various events in the submission process, selection process, and performance of the Work. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

Once awarded, the term of the Contract will be from the award date through November 30, 2015. The State may solely renew this Contract at the discretion of DAS for a period of one month. Any further renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed four (4) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium. DAS may renew all or part of this Contract subject to the satisfactory performance of the Contractor and the needs of the Agency. Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance of the Project may result in DAS refusing to consider the Proposal of the Offeror.

**BACKGROUND.** The mission of the Ohio Department of Rehabilitation and Correction is to Reduce Offender Recidivism. With this in mind, the department sees the expansion of the use of Therapeutic Communities (TC) dealing with Alcohol and Other Drug Abuse as a valuable tool for accomplishing this goal. The Chillicothe Correctional Institution (CCI) is a medium-security correctional institution for adult offenders. The design of CCI is a combination dormitory and cell-block structured facility. The institution is located near Chillicothe, Ohio and was opened in 1966. The inmate population of CCI is 2,789 as of July 1, 2013.

The Grafton Reintegration Center [formerly known as the Grafton Correctional Institution- Camp (GCI-Camp)] is a minimum-security correctional institution for adult offenders. The design of Grafton Reintegration Center is a campus style facility with 120 bed dormitory units. The institution is located outside of Grafton, Ohio and was opened in 1988. The inmate population of Grafton Reintegration Center is 747, as of July 1, 2013.

The treatment modality to be used at CCI and Grafton Reintegration Center is a TC residential treatment program addressing alcohol and other drug abuse. The TC focuses on the re-socialization of the offender using the program's entire community, including participants, staff and environment as active components of alcohol and other drug abuse treatment. The program is to be comprehensive in nature and will support a pro-social environment where behaviors will be addressed by the community. The therapeutic alliance developed between the community, the client, and the staff, and the interaction of these, will address the person in a holistic manner. In this way the alcohol and other drug, cognitive, and behavioral, as well as underlying issues, will be addressed, challenged, and corrected. Services will include, but not be limited to, running specific alcohol and other drug treatment TC residential program activities, the use of a Cognitive Behavioral Therapy (CBT)-oriented curriculum, individual and group counseling, violence prevention, TC-oriented and Client-centered supplemental services and groups, family programming (as applicable), cross-culturally aware groups, relapse prevention, and continuing care activities, in addition to referrals made to self-help groups as appropriate after treatment. The successful Offeror must also participate in TC-specific training to be provided by the Ohio Department of Mental Health and Addiction Services (ODMHAS) at CCI and Grafton Reintegration Center.

The successful Offeror must provide six (6) full-time positions at each facility; one (1) counseling supervisor (Program Director) with proper credentials and five (5) counselors with appropriate credentials to perform the following services: assessment, treatment plans, progress charting, individual and group counseling, education, crisis intervention, relapse prevention, continuing care planning, and those supportive tools used for TC programming (which include a CBT-oriented curriculum, individual and group counseling, violence prevention, TC-oriented and client-centered supplemental services and groups, family programming (as applicable), cross-culturally aware groups, relapse prevention, and referrals made to self-help groups as appropriate after treatment). The TC staff will provide services to the program participants while maintaining, at minimum, a ratio of one (1) licensed/credentialed staff member to twenty (20) adult inmates. The counseling supervisor (Program Director) will also, as needed and appropriate, perform the same tasks as the counselors. The counseling supervisor (Program Director) will provide supervision to the five counselors and ensure all monthly reporting is completed. The successful Offeror must engage staff that has appropriate licensure and credentials to provide AOD treatment consistent with the Ohio Chemical Dependency Professionals Board, the State of Ohio Counselor and Social Workers Board, or the Ohio State Board of Psychology. The Work is for a total of 200 hours of services per week for the counselors and 40 hours per week of supervision/program directing. The successful Offeror will document completed work on ODRC forms and in the prescribed ODRC Electronic Healthcare Record System.

\* Add: at CCI and Grafton Reintegration Center 7<sup>th</sup> paragraph, last sentence.

\*Pre-employment and annual TB testing is the responsibility of the Contractor. Initial and continued employment of staff will be subject to approval of ODRC administration. The final selection will be subject to approval by the CCI and Grafton Reintegration Center Wardens or designees. This approval will not be unreasonably withheld. As a requisite for initial and continued employment, the successful Offeror's staff must pass a criminal background investigation conducted by the ODRC. The cost of the investigation will be the responsibility of the ODRC. Awarded personnel must comply with current and future state, federal and local laws, court orders, administrative regulation, administrative directives and policies and procedures of the ODRC and each of the institutions (CCI and the Grafton Reintegration Center).

OBJECTIVES. DAS has the following objectives that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work.

The successful Offeror must provide a TC Residential Treatment Program, under the direction of the Ohio Department of Rehabilitation and Correction, addressing inmate alcohol and other drug abuse at CCI and the Grafton Reintegration Center. The primary objective is to use licensed/certified counselors to establish and provide ongoing treatment through planned activities to inmates dealing with alcohol and drug abuse, in a TC manner, so they are able to make a successful transition to alcohol and drug abstinence. The successful Offeror must use all prescribed documentation and reporting information provided by ODRC.

This project will provide a structured TC residential treatment program addressing alcohol and other drug abuse with a ratio of one (1) licensed/credentialed staff member to twenty (20) adult inmates incarcerated at CCI and the Grafton Reintegration Center who have been assessed as having a substance abuse problem. One (1) counseling supervisor (Program Director) with proper credentials and five (5) counselors with appropriate credentials supplied by the successful Offeror will make AOD TC Treatment Services available to these inmates. The successful Offeror must provide all supplies, treatment-related materials and equipment necessary to achieve program goals. However, ODRC will supply a sufficient number of computers in order to maintain documentation in ODRC's prescribed Electronic Healthcare Record System.

This project will provide a structured TC residential treatment program addressing alcohol and other drug abuse for 100 adult males at CCI and 100 adult males at the Grafton Reintegration Center who have been assessed as having a substance abuse problem. The Contractor shall make AOD treatment services available to these medium security inmates. The Contractor must provide all supplies, treatment-related materials and equipment necessary to achieve program goals. The successful Offeror must use all prescribed documentation and reporting information provided by ODRC

CALENDAR OF EVENTS. The schedule for the Project is given below, and is subject to change. DAS may change this schedule at any time. If DAS changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site area for this RFP. The Web site announcement will be followed by an addendum to this RFP, also available through the State Procurement Web site. After the Proposal due date and before the award of the Contract, DAS will make scheduled changes through the RFP addendum process. DAS will make changes in the Project schedule after the Contract award through the change order provisions located in the general terms and conditions of the Contract. It is each prospective Offeror's responsibility to check the Web site question and answer area for this RFP for current information regarding this RFP and its calendar of events through award of the Contract. No contact shall be made with agency/program staff until contract award is announced.

DATES:

Firm Dates

RFP Issued:	August 21, 2013
Inquiry Period Begins:	August 21, 2013
Inquiry Period Ends:	September 6, 2013 at 8:00 a.m.
Proposal Due Date:	September 13, 2013, by 1:00 p.m.

Estimated Dates

Contract Award Notification:	October 25, 2013
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NOTE: These dates are subject to change.

There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due.

Proposals received after 1:00 p.m. on the due date will not be evaluated.

\*Add: Pre-employment and annual TB testing is the responsibility of the Contractor, 1st paragraph.

ATTACHMENT ONE: WORK REQUIREMENTS AND SPECIAL PROVISIONS  
PART ONE: WORK REQUIREMENTS

This attachment describes the Project and what the Contractor must do to complete the Project satisfactorily. It also describes what the Offeror must deliver as part of the completed Project (the "Deliverables"), and it gives a detailed description of the Project's schedule.

- I. SCOPE OF WORK. The State expects the successful Offeror to deliver a structured and comprehensive TC Residential Treatment Program addressing alcohol and other drug abuse for 100 adult males at CCI and 100 adult males at the Grafton Reintegration Center, customized for incarcerated adult inmates who have been assessed as having a substance abuse problem.
- A. Provide a structured TC residential treatment program addressing alcohol and other drug abuse with a ratio of one (1) licensed/credentialed staff member to twenty (20) adult inmates incarcerated who have been assessed as having a substance abuse problem. One (1) counseling supervisor (Program Director) with proper licenses or credentials and five (5) counselors with appropriate licensure or credentials supplied by the successful Offeror will make AOD TC treatment services available to these inmates who have been assessed as having an AOD problem. The Contractor must abide by the laws, regulations and policies of ODRC and each of the two institutions (CCI and the Grafton Reintegration Center). Violation of such laws, regulations or policies may result in termination of the \*Contract. The Contractor is responsible for TB testing for employees pre-employment and then annual test. The Contractor's staff must abide by the ODRC's Standards of Conduct for Contractors/Volunteers. Primary treatment services must be delivered on weekdays and weekends between 7:00 A.M. and 9:00 P.M. as mutually agreed upon by the facility when inmates are most likely to be available. Services will not be provided on State holidays.

State holidays for the purpose of this Contract are:

New Year's Day	January 1st
Martin Luther King Day	Third Monday - January
Presidents' Day	Third Monday - February
Memorial Day	Fourth Monday - May
Independence Day	July 4th
Labor Day	First Monday - September
Columbus Day	Second Monday - October
Veterans' Day	November 11th
Thanksgiving Day	Fourth Thursday - November
Christmas Day	December 25th

B. The successful Offeror must:

1. Provide all supplies, treatment-related materials and equipment necessary to achieve program goals. ODRC will supply a sufficient number of computers in order to maintain documentation in ODRC's prescribed \*\*Electronic Healthcare Record System. The State will provide copiers, fax, scanner, IT wiring and telephones.
2. Complete the ODRC's Bureau of Behavioral Health, Division of Recovery Services Monthly Report.
3. Document as ODRC prescribes on ODRC forms, in ODRC electronic systems, and in the ODRC prescribed electronic healthcare record system. Training on each of these will be provided by ODRC staff.
4. \*\*\*Participate in TC-specific training to be provided by the Ohio Department of Mental Health and Addiction Services (ODMHAS) at CCI and Grafton Reintegration Center
5. Provide a counseling supervisor (Program Director) and five (5) Counselors at each facility, all with appropriate credentials, on-site, sufficient to perform the following:
  - a. All program participants will receive TC Activities focused on Holistic Treatment.
  - b. All program participants will receive AOD screening and assessment.
  - c. The Contractor shall develop individual TC treatment plans for all program participants.
  - d. Provide individual and group counseling (individual counseling to be one time 1 hour per month, at minimum; with the stipulation that if the need arises it will occur more often as needed).
  - e. Provide TC-oriented and client-centered supplemental services.
  - f. Maintain documentation of program participant's progress and activities.

\*The Contractor is responsible for TB testing for employees pre-employment and then annual test, paragraph I, A.

\*\* Add: The State will provide copiers, fax, scanner, IT wiring and telephones, paragraph I, B, 1.

\*\*\*Add: at CCI and Grafton Reintegration Center, paragraph I, B, 4.

- g. Complete continuing care treatment plans for all program participants.
  - h. Assist with providing community linkage and referral to community services and agencies, as appropriate, as part of our prescribed and ongoing continuum of care.
  - i. Complete monthly reports as required by the institution and ODRC Division of Recovery Services.
  - j. Utilize ODRC's Quality Improvement Plan and Process.
  - k. Document as we prescribe on our forms, in our electronic systems, and in our Electronic Healthcare Record System.
6. Submit their individual TC treatment planning process.
  7. Describe its process for maintaining documentation of program participant's progress and activities.
  8. \*Provide a detailed proposed schedule plan that includes how the TC will run and function; with all activities/requirements identified in the plan with dates, times, locations, and staff assigned. The schedule should clearly demonstrate how the work will be fully completed. The Contractor must make this schedule as complete and as detailed as possible by including:
    - a. A narrative for accomplishing each requirement.
    - b. A staffing plan (See below) showing the number of hours/day proposed in meeting the work requirements.
    - c. Potential problem areas and recommended solutions.
  9. Provide a staffing plan that identifies all material personnel required to do the work. The plan must have the following information:
    - a. A matrix diagram matching each team member to the staffing requirements in this RFP.
    - b. A contingency plan that shows the ability to add more staff if needed to meet the Work's due date(s).
    - c. A discussion of the Contractor's ability to provide qualified replacement personnel.
  10. Describe how it will assist with providing community linkage and referral to community services and agencies, as appropriate, as part of our prescribed and ongoing continuum of care.
  11. Provide resumes of existing staff or human resources job-posting criteria.
  12. Provide a structured TC residential treatment program addressing alcohol and other drug abuse treatment services during the term of this contract and be responsible for providing alternate coverage if staff become unavailable for any reason including, but not limited to, FMLA, paid leaves of absence, training.
  13. Will be responsible for staff scheduling and compensation rates.
  14. Must submit work reports, as requested, to the Deputy Warden of Special Services or their designee at each facility for review. The work reports are to include, but are not limited to, the following: Current Staffing & Credentials, Program Admissions, Successful Completions, Unsuccessful Discharges, Successful Discharges, Drug Testing and Community/Continuing Care Referrals.
  15. Submit candidates to the ODRC Bureau of Behavioral Health Services, Division of Recovery Services, who will approve all candidates prior to beginning work on-site.
  16. Will ensure that the counseling supervisor (Program Director) candidate for each facility meets or is eligible to meet one of the following licenses or credentials: Licensed Physician, Licensed Psychologist, Licensed Professional Clinical Counselor with Supervision Designation, Licensed Independent Social Worker with Supervisor Designation, Licensed Independent Chemical Dependency Counselor-Clinical Supervisor, Licensed Independent Chemical Dependency Counselor, or Registered Nurse (each with a declared scope of practice in alcohol and drug addiction counseling).
  17. Will ensure that the counselors candidates for each facility meets or is eligible to meet one of the following licenses or credentials: Licensed Physician, Licensed Psychologist, Licensed Professional Clinical Counselor with Supervision Designation, Licensed Professional Clinical Counselor, Licensed Professional Counselor, Licensed Independent Social Worker with Supervisor Designation, Licensed Independent Social Worker, Licensed Social Worker, Licensed Independent Chemical Dependency Counselor-Clinical Supervisor, Licensed Independent Chemical Dependency Counselor, Licensed Chemical Dependency Counselor II or III, or Registered Nurse (each with a declared scope of practice in alcohol and drug addiction counseling).
  18. Sign the Standards of Conduct for Contractors/Volunteers, Form DRC 4376 prior to start of Contract work.

\*Change: The first sentence in item number 8.