

**STATEMENT OF WORK
RE-ENTRY SERVICES
INVITATION TO QUALIFY (ITQ) CONTRACT**

OVERVIEW: The purpose of this Re-entry Services ITQ is to qualify responsible and responsive Contractors to address the Re-entry Services requirements of the Commonwealth of Pennsylvania's Department of Corrections (DOC) and the Pennsylvania Board of Probation and Parole (PBPP). The Commonwealth has attempted to list specific services. Any services that are not listed, but would fall within the normal services of the category can be provided under the contract. Staff augmentation is **not** permitted under this contract.

Contractors will be required to meet the following standards and perform the following tasks:

A. **SERVICES:** Contractors will be provided, at a minimum of, five (5) days per week, with flexible scheduling to include evening hours, in order to accommodate reentrants' work schedules and other scheduling needs.

B. **REFERRALS:**

1. Contractor(s) must accept all referrals deemed appropriate for placement by the DOC and PBPP. The program must be able to work with clients of a diverse population. At no time shall the program discriminate on the basis of race, creed, national origin, religious affiliation, disabilities or sexual orientation. Supplier(s) may request a review by the DOC and/or PBPP of any referral that they deem inappropriate for placement into the referred program and/or services. Where appropriate (Housing, Mentoring, Family Reunification, Workforce Development) referral to services should begin at the State Correctional Institution (SCI) and continue through the community placement and supervision of the client; and
2. Contractor(s) shall refer the client to other agencies, such as food banks, clothing banks, educational resources, Career Link offices, individual/spousal/family counseling, family group counseling, housing resources, etc. as needed. A Contractor(s) referral to an external agency does not imply that payment or costs associated with such services are the financial responsibility of the DOC or PBPP. Any costs associated with such will be the responsibility of the client, and may be paid through available resources, such as government funding, personal insurance, etc. Referrals to other Service Categories should be coordinated with the parole agent.

C. **ADMINISTRATION:**

1. Contractor(s) must designate an individual to be responsible for the overall operation of its facility and/or services provided. The designated individual must provide direct supervision of all staff on a regular and daily basis. Direct supervision includes documentation of case file reviews and, at a minimum, monthly review of service delivery. Contact information shall be provided to DOC and/or PBPP and be made available at all times. Changes to contact information must be communicated to the DOC resource account RACRCCBOutpatientSV@pa.gov within seven (7) days;
2. Contractor(s) must work cooperatively with the designated DOC and PBPP representative to assure that compliance with this contract is achieved, demonstrated, and maintained;

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3. Contractor(s) must furnish all personnel, management, equipment, supplies, services, classroom and office space necessary for performance of all aspects of any contract resulting from this solicitation. The Contractor(s) must have the resources available to provide services at a specific location;
4. Contractor(s) must maintain an updated narrative description, responsibility, and accountability for the organization and for each facility;
5. Upon request by the DOC, the selected Contractor(s) must cooperate in a background investigation by completing a security clearance application and answering any questions posed by the DOC. Additional clearances may be required for services to be provided within an SCI, Community Corrections Center or Corrections Contract Facility, as noted in the following: DOC Policies: [8.1.1](#) Section 13; [1.1.4](#) and [1.1.6](#). Additional DOC policies can be located at www.cor.pa.gov .
6. Unless explicitly stated otherwise, Contractor(s) will be responsible for all costs associated with and incurred as part of providing the services outlined in this contract.
7. Contractor(s) must have a computer system equipped with Microsoft Office to enable the selected Contractor(s) to send and receive information electronically, to and from the DOC and PBPP. If, and when the DOC moves to an electronic data management system, suppliers will be required to have access and utilize that system, including any costs associated; and
8. Contractor(s) will be required to provide daily, weekly and/or monthly reports electronically to the DOC and/or PBPP as requested. Specifically, DOC/PBPP may develop standardized forms and provide templates for collecting routine data and information, which may include requests for individual client and/or aggregated program data such as program performance including risk/needs assessment results, employment outcomes, recidivism outcomes, etc.

D. TRAINING:

1. Contractor(s) shall ensure that all persons providing contract services pursuant to any contract executed as a result of this solicitation complete the applicable DOC Orientation within one (1) month of execution of the contract and within one (1) month for persons who begin providing services thereafter. This training will be provided by the DOC at no cost to the Supplier(s). Any associated costs (such as housing, travel, etc.) will be the responsibility of the vendor;
2. All treatment staff must be trained in evidence-based risk reduction, change focused, and/or motivational communication techniques and demonstrate the skills needed to effectively reduce client risk. Staff must be trained to interpret risk assessments, such as the Level of Services Inventory-Revised (LSI-R), Static 99-R, or other assessments provided by PBPP or DOC and develop case plans designed to reduce client risk; and
3. Staff providing treatment shall be properly trained in the curriculum in which they are delivering and provide documentation of completed training to DOC and/or PBPP upon request.

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E. POLICY AND COMPLIANCE:

1. Contractor(s) must comply with all applicable policies and procedures of the DOC and the PBPP. This includes subsequent revisions, as well as any rules, regulations, and manuals provided by either the DOC or PBPP. DOC policies can be found at www.cor.pa.gov ;
2. Contractor(s) will create and maintain written program policies and procedures that determine service delivery and program operation. A detailed quality management plan should be available for review upon request;
3. No client residing at a state operated Community Corrections Center or Contracted Facility may be employed by a Contractor, unless such an arrangement is an approved component of a structured workforce development program. Clients may provide volunteer services upon approval of the DOC and PBPP;
4. All persons providing services at a selected Contractor(s)' facility pursuant to any contract arising from this solicitation shall be issued and sign for a copy of the [DOC Code of Ethics](#) and the [PBPP's Code of Conduct](#) prior to providing services and must comply with their provisions. The DOC Code of Ethics and the PBPP Code of Conduct should be available for review upon request; and
5. Contractor(s) must promulgate and enforce a Substance Abuse policy. The Substance Abuse Policy must apply to any person providing services pursuant to any contract executed as a result of this solicitation and be enforced, by discharge if necessary, throughout the term of any such contract.

F. REPORTING REQUIREMENTS – VIOLATIONS:

1. Any alleged violation of the [DOC Code of Ethics](#) or the [PBPP's Code of Conduct](#) relating to client interaction shall be documented and reported to a designated DOC and PBPP contact person within one (1) hour of discovery. Supplier(s) shall then be provided direction regarding the course of action which may include investigation by the Supplier(s), DOC, PBPP, and/or outside law enforcement;
2. Supplier(s) must report any arrest of a person providing services under any contract resulting from this solicitation. Any arrest must be reported to DOC and PBPP within one (1) hour of discovery. Traffic violations or arrests for summary offenses (such as retail theft, dog laws, obstructing the highway, etc.) need not be reported unless they relate to the performance of services under any contract issued as a result of this solicitation. Supplier(s) must promulgate and enforce, by discharge if necessary, a policy requiring persons providing services under any contract to report arrests;
3. Supplier(s) shall notify the DOC and PBPP upon the discovery that a friend, family member or someone with whom a personal relationship exists is being supervised under the authority of the DOC or PBPP. Permission to visit and/or correspond with such persons is at the discretion of the DOC and PBPP, as appropriate;

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4. Supplier(s) shall report every client abuse allegation to a designated DOC and PBPP contact person within one (1) hour of occurrence. This includes any incident of abuse or allegation of sexual contact between clients or persons providing services to clients as specified through the Prison Rape Elimination Act (PREA). Additional information on PREA can be obtained at <http://www.ojp.usdoj.gov/programs/prisonrapeelimination.htm> ; and
5. Supplier(s) shall notify the designated DOC and PBPP contact person within one (1) hour of negative media or public interaction and within twenty-four (24) hours of positive interaction.

G. CASE MANAGEMENT:

1. Supplier(s) will maintain a case file for each client that documents all services provided. Case managers shall document: attendance; assessments; progress; issues of behavior, attitude or adjustment; follow-up phone calls and contacts; and results in the client's case file. The case file will be available for review by the DOC and/or PBPP and must be retained for two years from the date of discharge of the client. Additionally, the DOC and the PBPP may make and receive copies of such files at their discretion;
2. If, at any time, the Supplier(s) feels that the client is failing to make sufficient treatment progress or should be discharged from the program, the Supplier(s) will contact the DOC and/or PBPP to discuss appropriate actions/sanctions. Supplier(s) must provide a written follow-up report that includes specific reasons supporting the proposed action(s) along with a suggested plan for addressing any deficiencies noted;
3. Supplier(s) will ensure that each client signs an adequate release of information form, in accordance with applicable confidentiality laws, which will allow for exchange of information regarding the client, program, treatment progress, and any other information that is relevant to the client's treatment and supervision. Supplier(s) will provide such information at the request of the DOC and/or PBPP;
4. Supplier(s) shall ensure that each client placed within their program will receive an orientation that will include issuance of a copy of the rules and expectations of the program;
5. Upon notification by the DOC or PBPP, clients may be withdrawn or terminated from a program at any time, for any reason; and
6. Supplier(s) must immediately report any unauthorized client absence, patterns of tardiness from scheduled individual and group appointments, noncompliance with treatment programming, and/or non-compliance with Supplier(s)' facility rules and regulations to the appropriate designated DOC and/or PBPP contact.

H. EVALUATIONS, AUDITS AND INSPECTIONS:

1. The DOC and PBPP shall have access to Supplier(s)' facilities at all times to conduct inspections, program evaluations and audits, as needed.

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2. **Prior to Client Placement:** The DOC and PBPP may inspect the facility where services will be provided prior to the placement of clients in the program.
3. **Ongoing Inspections:** Supplier(s) are subject to inspections by the DOC and PBPP throughout the term of the contract. DOC and PBPP will inspect program locations in accordance with their respective policies using the standards promulgated and approved by the DOC and PBPP. Inspections may be conducted with or without notice to the Supplier(s).
4. Provider(s) shall agree to have their treatment records audited at the discretion of the DOC and/or PBPP to ensure compliance with the terms of the contract, for the period during which the client's treatment is funded under this contract. Random, unannounced program audits will focus on the following:
 - a. Quality of service delivery skills;
 - b. Adherence to program policies, procedures, and licensing requirements;
 - c. Establishment of individualized treatment goals and client compliance;
 - d. Provision of a safe environment promoting physical/mental health and positive well-being; and
 - e. Provision of necessary resources and support.
 - f. Supplier(s) will take immediate measures to correct any adverse findings during these evaluations, audits and inspections. Such measures may include submission of a proposed Corrective Action Plan to the DOC and/or PBPP, upon request. Additional program evaluation meetings may be established at the request of the DOC, PBPP or Supplier(s).

I. LICENSING REQUIREMENTS:

1. Supplier(s) must maintain all licenses and approvals required; and comply with all laws, regulations, policies and procedures applicable to the services provided throughout the term of any contract resulting from this solicitation.
2. In the event a license has been revoked or identified as provisional, the provider must inform the DOC and provide a Corrective Action Plan to address the identified deficiencies. Referrals may be suspended during the revoked or provisional timeframe.

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J. **RATE CARD:** Pricing for services will be provided to the agency as projects are offered. However, at no time shall pricing exceed the rates depicted in Reentry Services Rate Card.

Service Category	Unit	Rate
Sex Offender	Initial Assessment	\$515
	Individual Counseling Session	\$101
	Group Counseling Session	\$40
	Polygraph - Sexual History, Maintenance or Denial, limit of 1 per reentrant	\$350
Day Reporting		
Day Reporting	Per Diem	\$42
Housing Assistance		
Housing Assistance	Monthly case management fee	\$200
	Rent reimbursement	\$ amt spent
	Security Deposit	\$ amt spent
	Utility reimbursement	\$ amt spent
Mentoring		
Mentoring	Monthly case management fee	\$500
Workforce Development		
Workforce Development	General Workforce Development Services - Per Diem	\$42
Family Reunification		
Family Reunification	Monthly case management fee	\$500
AOD		
AOD	Initial Assessment	\$150
	Individual Counseling Session	\$101
	Group Counseling Session	\$40
Cognitive Behavioral Intervention		
Cognitive Behavioral Intervention	Group Session	\$40
Mental Health		
Mental Health	Initial Assessment	\$150
	Individual Counseling Session	\$101
	Group Counseling Session	\$40
	Medication Check	\$75
	Medication Reimbursement	\$ amt spent
Batterer's Intervention		
Batterer's Intervention	Initial Assessment	\$150
	Individual Counseling Session	\$101
	Group Counseling Session	\$40

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SIP	Initial Assessment	\$150
	Individual Counseling Session	\$101
	Group Counseling Session	\$40

ISSUING OFFICE: This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of General Services (DGS), Bureau of Procurement. All inquiries should be referred to:

Corey Walters, Commodity Specialist
Department of General Services, Bureau of Procurement
555 Walnut Street, Forum Place, 6th Floor
Harrisburg, PA 17101-1914
Telephone: (717) 346-7097
Email: cowalters@pa.gov

TERM OF CONTRACT: Any contract issued to qualified Contractors, as a result of this ITQ, shall commence on the Contract Effective Date and shall end on May 31, 2022. There are no renewals available.

QUALIFICATIONS: Contractors interested in becoming an ITQ Contractor must meet the following requirements. Failure to meet the below requirements will result in the application being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

- A. Contractors must provide a narrative of how it will meet the requirements below for the service category(ies) for which they are qualifying:
 - 1. Service delivery and how Contractor will meet requirements outlined in each service category description;
 - 2. Evidence-based model used;
 - 3. Outcome/performance measures established for this service and how they will be achieved and upheld;
 - 4. Plan to coordinate and partner with other community Suppliers working with re-entrants funded under this contract;
 - 5. Staffing with a summary of current staff qualifications; and
 - 6. Name of designated individual responsible for overall operation of the facility and/or services provided.
 - 7. Additional requirements that may exceed can be found at the specific category.

- B. Contractors are required to download and upload a completed Domestic Workforce Utilization Form.

- C. Contractors must select the county(ies) in which they can serve.

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SERVICE CATEGORIES: Contractors will need to pick the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code, description of each service category, and any additional requirements.

COMMODITY CODE	DESCRIPTION OF SERVICE CATEGORY
85120000-ITQ-192 Sex Offender Treatment	<ul style="list-style-type: none"> • Contractor(s) will provide up to twelve (12) months of outpatient sex offender treatment to include individual, group counseling and the completion of one (1) sexual history polygraph test. • Contractor(s) must be approved by the Sexual Offender’s Assessment Board (SOAB) and comply with the licensure and other credentials set-forth in the SOAB’s Sexually Violent Predator Treatment and Management Standards (Treatment Standards) prior to the referral of any clients into this program. • Information on the SOAB Treatment Standards may be reviewed at http://www.soab.pa.gov/Pages/default.aspx#.WFK1fNlrKUK
85120000-ITQ-193 Day Reporting Services	<ul style="list-style-type: none"> • Contractor(s) will provide up to twelve (12) months of Day Reporting Center services for those clients who are unemployed or under-employed, or clients that need refresher assistance in one or more areas of services provided.
85120000-ITQ-194 Housing Assistance Program	<ul style="list-style-type: none"> • Contractor(s) will provide up to twenty-four (24) months of housing coordination for the purpose of assisting the client and, where necessary, their dependents, in attaining independent living by securing safe and affordable housing that meets the standards established by the DOC and PBPP.
85120000-ITQ-195 Mentoring Services	<ul style="list-style-type: none"> • Contractor(s) will facilitate up to twelve (12) months of Mentoring Services for clients to focus on addressing the client’s need for prosocial relationships and engagement in the community. • Mentoring services may begin at the SCI and continue through community placement of the client, as needed.
85120000-ITQ-196 Transitional Client Workforce Development Services	<ul style="list-style-type: none"> • Contractor(s) will provide up to twelve (12) months of employment and vocational support opportunities to clients. • These services should be individualized and structured to assist each client according to their individual needs. • Services may begin at the SCI prior to release and continue through community placement of the client, as needed.
85120000-ITQ-197 Family Reunification	<ul style="list-style-type: none"> • Contractor(s) will provide up to twelve (12) months of family reunification services in a non-clinical setting that help to address the impact of a client’s incarceration on the family. • Programming should address areas including, but not limited to, effective communication strategies, identification of reasonable

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	<p>expectations, establishing pro-social goals, and breaking the cycle of incarceration.</p> <ul style="list-style-type: none"> • Family Reunification services may begin at the SCI and continue through community placement of the client, as needed.
<p>85120000-ITQ-198 Outpatient Alcohol and Other Drug (AOD) Services</p>	<ul style="list-style-type: none"> • Contractor(s) will provide up to twelve (12) months of services to clients with a recent history of problematic alcohol or drug use where outpatient treatment is the appropriate level of care. • This programming must focus upon Assessment, Group Therapy and Individual Counseling that is based upon Cognitive Behavioral (CBT) and/or Motivational Enhancement Therapy (MET). • Contractor(s) must have a current, valid license to provide outpatient drug and alcohol treatment from the Department of Drug and Alcohol Program (DDAP).
<p>85120000-ITQ-199 Cognitive Behavioral Interventions (CBI)</p>	<ul style="list-style-type: none"> • Contractor(s) will provide up to twelve (12) months of group cognitive-behavioral therapy to high and moderate risk clients that addresses anti-social attitudes, values, beliefs, thinking, and/or other criminal cognitions. • Contractor's shall be qualified to provide open-ended cognitive behavioral programming to those who have not previously participated in CBI or as additional reinforcement of pro-social skills taught, practiced, and learned while previously in CBI in institutional and/or community programming. • Contractor(s) shall be certified and skilled to facilitate a curriculum such as the National Institute of Corrections' Thinking for a Change or National Curricula and Training Institute's Cognitive-Based Life Skills or other curricula as approved by the DOC and PBPP. Verification of certification and/or training must be available, upon requires. Certifications shall include: • Certification to deliver a structured open-ended cognitive behavioral programming curriculum that specifically addresses anti-social/criminal thoughts, attitudes, values, and beliefs such as (but not limited to) Moral Reconciliation Therapy, Changing Client Behavior, Thinking for a Change, Criminal Attitudes Program, National Curricula and Training Institute's Cognitive-Based Life Skills or comparable program as approved by the DOC and PBPP. "Certification" shall be defined per the publisher's specific certification requirements for facilitating a given program and should be completed by any staff member providing the program or facilitating client groups.
<p>85120000-ITQ-200 Outpatient Mental Health Services</p>	<ul style="list-style-type: none"> • Contractor(s) will provide up to twelve (12) months of mental health case management and outpatient mental health treatment services to

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	<p>Seriously Mentally Ill (SMI) clients transitioning to or living in the community.</p> <ul style="list-style-type: none"> • These services provide treatment to clients with a current mental health diagnosis and assure the continuum of care is occurring at an appropriate level. • All Contractor(s) shall be licensed by the Commonwealth of Pennsylvania, Department of Human Services (DHS), Office of Mental Health and Substance Abuse Services (OMHSAS) and maintain compliance with established regulations. • All support staff shall be trained in Mental Health First Aid. Information on this training can be found at www.MentalHealthFirstAid.org
<p>85120000-ITQ-201 Batterers' Intervention Services (BIS)</p>	<ul style="list-style-type: none"> • Contractor(s) will provide up to twelve (12) months of group cognitive-behavioral therapy to high and moderate risk clients that addresses anti-social attitudes, values, beliefs, thinking, and/or other criminal cognitions. • Contractor(s) must be qualified to provide open-ended Batterers Intervention Services in accordance with the standards set forth by the Pennsylvania Coalition against Domestic Violence (www.pcadv.org). • Contractor's shall procure all training required per the publisher of the approved program for all staff who will facilitate the programming.
<p>85120000-ITQ-202 State Intermediate Punishment (SIP)</p>	<ul style="list-style-type: none"> • Contractor(s) will provide SIP services to clients. • These services should be individualized and structured to assist each client according to their individual needs. • SIP Level 3 participants are to successfully complete a minimum of six (6) months of AOD outpatient treatment, to include both group and individual sessions. • Contractor(s) must have a current, valid license to provide outpatient drug and alcohol treatment from the Department of Drug and Alcohol Program (DDAP). • All services provided shall be in compliance with the DDAP regulations regarding capacity, during and facilitator-to-client ratio.

ADDITIONAL INFORMATION:

- A. **TRAVEL:** Approved travel shall be reimbursed per [Management Directive 230.1](#) as amended.
- B. **PAYMENT OF INVOICES:** In the event that DGS approves payment for services be made via a Funds Commitment rather than an agency purchase order, all references to "purchase order" or "purchase

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orders” in the CONTRACT TERMS and CONDITIONS shall be replaced with a reference to the defined term “Contract.”

A written notice to proceed signed by the Contracting Officer will constitute the Contractor’s authority to make delivery, and shall evidence the existence of an executed contract. Prior to any payment being made, Contractor must submit monthly original itemized invoice to Ra-crccboutpatientsv@pa.gov.