



**Division of Mental Health  
Treatment and Detention Facility**

**Services for  
TDF FY17 Treatment**

Released 4/7/16

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# PART I

**A. Date of Issuance 4/7/2016**

**B. Issuing Organizational Unit**

Illinois Department of Human Services  
Division of Mental Health  
Treatment and Detention Facility  
17019 County Farm Road  
Rushville, IL 62681

**Contact Person**

Illinois Department of Human Services  
Procurement Office  
Pamela Enno  
401 North 4<sup>th</sup> Street, Centrum North 2<sup>nd</sup> Fl  
Springfield, IL 62702-5205  
[Pamela.Enno@Illinois.gov](mailto:Pamela.Enno@Illinois.gov)

**C. RFA Availability**

Copies of this RFA may be downloaded from the Illinois Department of Human Services (DHS) website at <http://www.dhs.state.il.us>. Please click on the “Maximizing Accountability and Excellence (MAX)” link. Additional copies may be obtained by calling the contact person listed above.

**D. Due Date, Location and Time of Proposal Opening**

Applications must be received no later than 2:00 p.m. on 5/11/16. The proposal container will be time-stamped upon receipt. The Department will not accept applications submitted by electronic mail, on diskette or by facsimile machine. Applications will be opened 5/11/16 at 2:00 p.m. Mail your completed applications to:

Illinois Department of Human Services  
Procurement Office  
Pamela Enno  
401 North 4<sup>th</sup> Street, Centrum North 2<sup>nd</sup> Fl  
Springfield, IL 62702-5205

**E. Audit Submission Requirements**

**All organizations applying for state funds must submit one (1) copy of their most recent audited financial statements as part of their proposal.** The Department will use the audit to ascertain the fiscal health of Applicants.

While the audit will not be scored as part of the review the Department reserves the right to use information in the audit to assist in the final recommendation for funding.

Applicants are expected to demonstrate through their audits a strong financial position and an ability to obtain funding outside of the public sector.

Units of government (such as cities and counties, schools, health departments, etc.) **do not** need to submit an audit.

#### **F. Proposal Submission Requirements**

To be considered, proposals must be in the possession of the Department of Human Services staff at the specified location and by the designated date and time listed above. The deadline will be strictly enforced without exception. In the event of a dispute, the applicant bears the burden of proof that the application was received on time at the location listed above.

**PROPOSALS THAT ARE FAXED, HANDWRITTEN, SINGLE-SPACED AND/OR LATE WILL NOT BE ACCEPTED AND WILL BE IMMEDIATELY DISQUALIFIED. THERE WILL BE NO EXCEPTIONS.**

All applications must be typed on 8 1/2 x 11-inch paper using 12-point type and at 100% magnification (not reduced). With the exception of letterhead and stationery for letter(s) of support, the entire proposal should be typed in black ink on white paper. The program narrative must be typed, double-spaced, on one side of the page, with 1-inch margins on all sides. The program narrative must not exceed the specific page limits outlined in this RFA. The appendices, assurances, letters of support/collaboration and budget forms are NOT included in the page limitation.

The entire application, including appendices, must be sequentially page numbered. Proposals should be bound with a single staple or binder clip in the upper left-hand corner. Applicants **must not** use any other form of binding, including ring binders, spiral binders, report covers or rubber bands as well as subject dividers or tabs to extend beyond the 8 1/2 x 11 inch page.

Applicants must submit one unbound, clearly identified, originally signed proposal and four copies of the proposal. Facsimiles will not be accepted.

**Not adhering to these guidelines for proposal submission constitutes grounds for proposal disqualification. Therefore, the Department is under no obligation to review applications that do not comply with the above requirements.**

#### **G. Questions and Answers**

All questions pertaining to this solicitation must be submitted in writing to the Solicitation Contact no later than 4/21/2016. Questions received and IDHS responses shall be posted as an Addendum to the original solicitation on the IDHS website, <http://www.dhs.state.il.us>. Only these posted answers to questions shall be binding on the State. Offerors are responsible for monitoring the website.

**H. Award Process**

Successful Applicants will be notified on the DHS website.

**I. Review Panel**

Proposals will be reviewed by evaluators established by staff from DHS, which may include Department staff familiar with the requirements of the program, academics and experts in relevant field, and community-based social services providers who are not party to applications for funding under this announcement. Evaluators will initially read and evaluate applications independently using guidelines furnished by DHS and will subsequently participate in review panel meetings during which proposals will be reviewed and scored collectively.

The Department reserves the right to consider factors other than the Applicant's final score in determining final grant recommendations. Such factors may include (but are not limited to) geographic service area, Applicant's past performance, or degree of need for services.

**J. Estimated Length of Agreement**

The Department estimates that the term of the agreement resulting from this RFA will be 07/01/2016, and continuing through 06/30/2019, with a two (2) one year renewal option, and will require the mutual consent of both parties, and be dependent upon the Provider's performance and adherence to program requirements and the availability of funds.

**K. Withdrawal Disclaimer**

The Department of Human Services may withdraw this Request for Applications at any time prior to the actual time a fully executed agreement is filed with the State of Illinois Comptroller's Office.

**L. Modifications to Proposals by Applicants**

To make a modification to a proposal after it has been submitted, the Applicant must submit a complete replacement proposal package, as described above under "Proposal Submission Requirements," accompanied by a letter requesting that the replacement proposal be considered. This must be received at the prescribed location by date and time designated under Item D.

**M. Modifications to Proposals by DHS**

If it becomes necessary or appropriate for DHS to change any part of the RFA, a modification to the RFA will be available from the Department's (DHS) website: <http://www.dhs.state.il.us> and it will be issued to all known recipients of the RFA. In case of such an unforeseen event, DHS will issue detailed instructions for how to proceed.

**N. Clarifications, Negotiations or Discussions Initiated by DHS**

The Department may contact any applicant prior to the final award for the following purposes.

As part of the Department's review process, the Department may request an Applicant

clarify its bid or proposal. An Applicant may not be allowed to materially change its bid or proposal in response to a request for clarification.

Discussions may be held to promote understanding of the Department's requirements and the Applicant's proposal and to facilitate arriving at a contract that will be most advantageous to the State considering price and other evaluation factors set forth in the RFA.

When the Department knows or has reason to conclude that a mistake has been made, the Department shall ask the Applicant to confirm the information. Situations in which confirmation should be requested include obvious or apparent errors on the face of the document or a price unreasonably lower than the price others submitted, or if the price is considerably high than what is currently paid for this type of services. If the Applicant alleges a mistake, the bid or proposal may be corrected or withdrawn following the conditions set forth by the State of Illinois.

**O. DHS Grants Information Conference**

Not applicable for this RFA

**P. Late Proposals/Responses**

Late proposals will not be opened or considered and will be automatically disqualified, but will be retained by the Department. The Department will notify all applicants whose proposals will not be considered because of lateness or non-compliance with proposal submission requirements.

**Q. Objections**

Applicants who object to any provision of the RFA, who believe their proposal was improperly rejected, or who believe that the selected proposal(s) is/are not in the best interest of the Department may submit a written protest of the Department's action. The Department will consider all such written protests that are submitted according to the time periods specified below. The Department will investigate all allegations and issue a written response.

The decision of the Department is final. Protests must be in writing and will be considered filed when physically received by the Department.

Protests must be filed within seven (7) calendar days after the Protestor knows or should have known of the facts giving rise to the protest.

Protests regarding RFA specifications must be filed with seven (7) calendar days after the date the RFA was issued and, in any event must be filed before the date for opening the proposals. If a protest is received, any award made is not final until the protest is resolved.

**R. Commencement of Service**

The Department is not obligated to reimburse applicants for expenses incurred prior to

the complete and final execution of the written contract. If the Applicant receives an award letter from the Secretary, then it is reasonable to assume that the Department will be forwarding the Applicant a contract.

No services can be reimbursed prior to the full and complete execution of the contract and filing with the Illinois Office of the Comptroller.

**S. Public Information**

Some information submitted pursuant to this RFA is subject to the Illinois Freedom of Information Act. The successful Applicant must recognize and accept that any material marked proprietary or confidential that must be made a part of the contract may be considered open for public inspection. Price information submitted by the successful Applicants shall be considered public.

Applicant scores will **NOT** be made public. The Department may give Applicants feedback about their proposal upon request and at the discretion of the Department.

**T. Contract**

The legal agreement between DHS and the successful Applicants will be in the form and format prescribed by DHS. The standard DHS Community Service Agreement will be used when contracting for services. Samples of this agreement may be found at [www.dhs.state.il.us](http://www.dhs.state.il.us). If selected for funding, the Applicant will be provided a DHS Community Service Agreement for their signature and return.

**U. Program Evaluation and Reporting Requirements**

In order to assure accountability at all levels of service provision, the Illinois Department of Human Services is implementing the practice of performance-based contracting with its grantee agencies. The articulation and achievement of measurable outcomes assure that we are carrying out the most effective programming possible.

**V. Training and Technical Assistance**

Programs must agree to receive consultation and technical assistance from authorized representatives of the Department. The program and collaborating partners will be required to be in attendance at site visits. Programs will be required to attend regular meetings and training as provided by the Department or a sub-contractor of the Department. At a minimum, programs should expect to send appropriate staff to two meetings and one statewide conference per year.

**W. Additional Information**

The Department reserves the right to request additional information that could assist the Department with its award decision. Applicants are expected to provide the additional information within a reasonable period of time. Failure to provide the information could result in the rejection of the proposal.

**X. Sectarian Issue**

Applicant organizations may not expend federal or state funds for sectarian instruction,

worship, prayer, or proselytization. If the applicant organization is a faith based or religious organization that offers such activities, these activities shall be voluntary for the individuals receiving services and offered separately from the program

**Y. Background Checks**

Background checks are required for all program staff and volunteers who have one-on-one contact with children and youth. Funded programs will be required to have a written protocol on file requiring background checks, as well as evidence of their completion.

**Z. Hiring and Employment Policy**

It is the policy of the Department to encourage cultural diversity in the work environment and to promote employment opportunities through its programs. The Department's philosophy is that the program workforce should appropriately reflect the populations to be served, with special attention given to hiring individuals indigenous to those communities. Consistent with Department policy, whenever a position becomes available, funded programs are encouraged to consider TANF clients for employment, contingent upon their qualifications in the area of education and work experience.

## **PART II**

### **INTRODUCTION**

#### **A. Intent of the RFA**

The Illinois Department of Human Services (IDHS or Department), is issuing a Request for Application (RFA) from responsible offerors to provide comprehensive treatment services for residents of the Treatment and Detention Facility located at 17019 County Farm Road, Rushville, Illinois pursuant to the Sexually Violent Persons Commitment Act (725 ILCS 207/1)

The resulting contract with the awarded offeror shall have an initial term of three (3) years. In no event will the total term of the contract, including the initial term, any renewal terms, and any extensions exceed ten (10) years. Subject to the maximum total term limitation, the Department of Human Services has the option to renew for the following terms: two (2) one-year renewals.

#### **B. Department's Need for Services (Rationale)**

The Treatment and Detention Program became operational on January 1, 1998 pursuant to the Sexually Violent Persons Commitment Act (725 ILCS 27/1). Under the Act, the Department of Human Services is the state agency responsible for the control, care, and treatment of individuals detained or civilly committed as sexually violent persons within a secure facility which is currently located at 17019 County Farm Road, Rushville, Illinois. In the fulfillment of its responsibility under this Act, the Department of Human Services needs qualified vendors who have experience in the delivery of sex-offender treatment services as described herein for residents of this site. As of March 2016, the in-residence census at the secure facility is 565, with approximately 65% involved in some type of active treatment. It is estimated that the facility will experience an average of three (3) admissions per month. It is the Agency's goal to provide sex-offender treatment services that are considered state-of-the-art, and which insure that individual needs are met in a timely manner, to maintain acceptable staffing levels, to improve the quality of service, and to ensure adequate treatment to all individuals covered by this contract. It is further the goal of the Agency, that treatment provide residents of the secure facility with the skills to prevent further illicit sexual behavior and, thus, reduce the risk of re-offense.

**C. Objectives/Services to be Performed (the Approach) (1000 Points)**

Vendor shall provide sex-offender treatment services that are considered state-of-the-art, and which insure that individual needs are met in a timely manner, to maintain acceptable staffing levels, to improve the quality of service, and to ensure adequate treatment to all individuals covered by this contract.

1. Vendor shall describe all proposed treatment components and how the treatment program will be administered addressing organizational capacity for effective and efficient management; clinical education and expertise; corporate capacity to carry out the proposal; and clear lines of overall responsibility for daily operation. Vendor shall describe a phase-in staffing plan, along with a staff to resident ratio component, sufficient to meet the treatment needs of the population, including any with special needs such as blind, deaf, dually diagnosed, developmentally disabled, etc. **(400 Points)**
2. Sex-offender specific treatment planning must be individualized and will include sex education, denial challenging, skill building, individual, group, and behavioral therapy, and relapse prevention support to assist residents in better managing factors leading to criminal sexual behavior. Core groups should be based on a co-therapist model whenever possible. The number of residents in a group will be ten (10). When groups reach twelve (12), plan to split the group into two groups. Groups are run Monday through Friday from 8:00 A.M. to 5:00 P.M. However, Vendors should develop a service plan for evening and weekend hours which are critical for residents. **(300 Points)**
3. In addition, to sex-offender specific treatment, non-sex offender specific treatment, i.e., substance abuse treatment or anger management assistance may be required for certain individuals. The goal of non-sex offender specific treatment is to assist the individual with specific mental health needs in order to decrease the individual's risk of re-offense. While this treatment is not sex-offender specific in nature, it is a necessary part of the individual's overall management of their risk of re-offense. Residents, including those in core groups, should be able to participate in ancillary groups. **(125 Points)**
4. All treatment must be based upon a cognitive-restructuring behavioral model with an emphasis on relapse prevention. The selected Vendor must demonstrate their ability to utilize biological interventions specific to sex offenders. **(100 Points)**
5. Vendor shall provide sex-offender treatment and personnel to provide the treatment as described within this contract. Vendor shall have treatment plans for individuals with special needs approved by the facility's Medical Administrator or his designee. **(75 Points)**

**D. Organizational and Staff Specifications (1000 Points)**

The Organization and Staff responding to the RFA shall meet the following **minimum** organization and staffing requirements in order to be considered for this contract. Please provide documentation that indicates the Organization and the Staff that will provide the services in this RFA meet these requirements. Failure to provide the documentation may result in your response to this RFA not being considered for the contract. Vendor shall include in their proposal, job descriptions of all proposed treatment program positions. The Organizational experience and each of the staffing positions will be evaluated based on experience **above the minimum** requirements for the Organization and staffing position.

**Organizational Specifications (300 Points)**

1. Vendor shall have the organizational capacity for effective and efficient management; corporate capacity to carry out the contract; and clear lines of overall responsibility for daily operation. Vendor shall have sufficient organizational and corporate capacity to conduct extensive recruitment activities and have a business office capable of providing timekeeping, payroll, expenditure and other accounting procedures sufficient to adequately support the activities required under this contract. **(150 Points)**
2. Vendor must have and show the qualifications (including as appropriate education, experience and technical ability necessary) to perform this contract. **(150 Points)**
  - a. Vendor shall have a minimum of ten (10) years of experience providing psychiatric, forensic, behavioral, and rehabilitative treatment and a minimum of three (3) years of experience in the provision of sex-offender specific treatment.
  - b. Vendor shall provide staff that is appropriately licensed in accordance with all Federal and State regulations. Specific licensure requirements, regulatory statute and administrative rules for the various professions can be downloaded from [www.dpr.state.il.us](http://www.dpr.state.il.us) .

**Staff Specifications (700 Points)**

3. All personnel provided shall meet minimum knowledge, experience, and technical ability requirements:
  - a. Clinical Director (One (1) Position) - shall possess a master's doctoral degree in psychology or related human services field; licensed or license eligible in Illinois as a Psychologist, Clinical Profession Counselor, or Masters level Social Worker; have a minimum of two (2) years of

experience in the provision of sex offender specific treatment and/or treatment in a correctional forensic setting, have knowledge of cognitive-behavioral treatment methods, sex offender treatment methods, and mental health theories, concepts, and methods related to treatment in forensic and correctional settings; have competence in assessing, interviewing, and managing criminal and forensic patients; and have the ability to supervise staff, assign and coordinate work activities, and monitor staff performance. **(100 Points)**

- b. Associate Clinical Director (One (1) Position) - shall be licensed or licensed-eligible in his/her profession in the State of Illinois at the masters or doctoral level, for example, Psychologists, Social Worker, Licensed Clinical Professional Counselor, etc.; have a minimum of one (1) year of experience providing sex offender specific treatment or treatment in a correctional or forensic setting; have competence in clinical observation skills; have ability to develop goal-directed treatment plans and participate in diagnosis and development of treatment plans; and demonstrates leadership and organizational skills. **(75 Points)**
  
- c. Director of Training and Research (One (1) Position) – shall possess a Doctoral Degree in Clinical or Counseling Psychology or related field, licensed or licensed-eligible as a Clinical Psychologist in Illinois, have a minimum of two (2) years of experience providing sex offender specific treatment or other related clinical service in a correctional or forensic setting; have demonstrated experience or expertise in developing and/or managing post-graduate training program in mental health or corrections; clearly demonstrated organizational and clinical leadership and organizational skills; and have excellent clinical observation skills and interpersonal skills. **(75 Points)**
  
- d. Psychiatrist (One (1) Part-time Position) - shall possess a M.D. degree with psychiatry residency, Board Certification, American Board of Psychiatry and Neurology; a current license to practice medicine and surgery in the State of Illinois; have knowledge and skills to access, diagnose and treat medical and psychiatric disorders; and have knowledge and experience with the special needs and behavior of individuals in forensic and correctional settings, including sex offenders. **(100 Points)**
  
- e. Team Leader (Five (5) Positions) – shall possess a Doctoral Degree in Clinical or Counseling Psychology or related field, licensed or licensed-eligible as a Clinical Psychologist in Illinois or a Master Degree in Social Work; licensed or licensed-eligible as a Clinical Social Worker (LCSW); have a minimum of two (2) years of experience providing sex offender specific treatment or other related clinical service in a correctional or

forensic setting; have previous supervisory experience in a mental health setting, or clearly demonstrated leadership and organizational skills; and have excellent clinical observation skills and interpersonal skills. **(100 Points)**

- f. Clinical Therapist (Thirty (30) Positions) – shall possess a masters or doctoral level degree in Psychology, Social Work, counseling, or related Human Services field; licensed or licensed-eligible in Illinois as a Clinical Psychologists (LCP), Clinical Professional Counselor (LCPC), or Clinical Social Worker (LCSW); one (1) year of prior clinical experience working with sexual offenders or related fields; have familiarity with relevant research literature, clinical assessments, procedures and methods, particularly those designed for sexual offenders; have ability to assess treatment goals and write goal-directed, individualized treatment plans; have ability to monitor and document individual behavior patterns and modify treatment plans; and be familiar with diagnostic nomenclature outlined in the most recent Diagnostic and Statistical Manual. **(100 Points)**
  
- g. Recreation Therapist (One (1) Lead and Two (2) Recreational) – shall possess a Bachelor’s degree in recreational therapy, recreation administration, or related field; Certification with the National Council on Therapeutic Recreation; Certification as a Certified Therapeutic Recreation Specialist have knowledge of the principles and practices or recreational and therapeutic activity programs; have ability to plan, organize, direct, and participate in recreation/leisure activities; and have ability to prepare, set-up and maintain recreational activity equipment. **(50 Points)**
  
- h. Grievance Examiner (Two (2) Positions) – shall possess a High School Diploma, or formal educational equivalent of same; have excellent communication and organization skills; have strong knowledge of word processing, spreadsheet, an database applications; ability to maintain confidential client information; and have a balanced, unbiased approach to performance of job duties; have one (1) year of prior work experience in a mental health organization. **(50 Points)**
  
- i. Clerical Staff (Two (2) Positions) - Office and Administrative Support – shall possess a High School Diploma, or formal educational equivalent of same; have two-years of experience in an office environment; have knowledge of word processing, spreadsheet, and database applications; knowledge of basic record keeping procedures and ability to extract and organize information; ability to operate standard office equipment; and

have good interpersonal, organizational, communication, and time-management skills. **(50 Points)**

- j. The Vendor awarded the contract will be required to provide Translator(s) as needed. Translators will be required to travel. Travel expenses should be included in salary. Facility will not reimburse travel. The cost of the Translator(s) will be billed to TDF at cost.

**E. Service Requirements (500 Points)**

The Organization receiving a contract for these services shall follow the requirements listed below during the contract period.

1. Vendor shall at all times during the term of this contract make available treatment to persons who are civilly committed and/or detained to the Treatment and detention Facility and in need of such treatment. Such treatment shall be consistent with other Sexually Violent Person providers, the facilities available and shall meet the standards established by the Association for Treatment of Sexual Abusers ([www.ATSA.com](http://www.ATSA.com)). Vendor and its personnel shall, during the term of the contract, participate in applicable utilization review, quality assurance, and other committees as requested by the facility. **Please detail how compliance will be ensured with this requirement. (100 Points)**
2. Vendor's program shall include recruitment, screening, credentialing, and compensation for Vendor's personnel. Vendor shall work in conjunction with the Department of Human Services and the Treatment and Detention Facility to develop a clinical program adhering to all local and state laws and regulatory requirements as agreed by both parties. **Please detail how this requirement will be accomplished. (100 Points)**
3. Vendor shall distribute a written job description, approved by the Department, to each member of the Program staff that clearly delineates his/her assigned responsibilities. Vendor and the Department of Human Services shall monitor performance of Program staff to insure adequate job performance in accordance with these job descriptions and other provisions of this contract. **Please provide written job descriptions and detail procedures for monitoring performance of staff to ensure adequate job performance in accordance to job descriptions and contract provisions. (50 Points)**
4. Vendor shall maintain adequate and current clinical records for persons receiving treatment as described herein. The clinical records shall comply with the standards set forth by the Department of Human Services and with acceptable standards of practice. Treatment notes shall be submitted to the records office within 30 days of treatment. The clinical records are owned by the Department of Human Services and will be maintained in an appropriate area of the Treatment

and Detention Facility. **Please detail how compliance will be ensured with this requirement. (50 Points)**

5. Vendor shall submit monthly reports on all vendor activities taking place at Facility at times and in such format as approved by the Medical Director, Program Director, or designee. **Please detail how compliance with this requirement will be ensured. (50 Points)**
6. Vendor staff shall assist in designing, implementing, and revising policies, procedures, and protocols for the Sexually Violent Persons Program and clinical staff, subject to the approval of the Department of Human Services. Such policies, procedures, and protocols shall become the property of the Department of Human Services. This shall not prohibit Vendor from utilizing these policies, procedures, and protocols. **Please detail how compliance with this requirement will be ensured. (50 Points)**
7. Vendor shall develop and manage a pre and post-doctoral psychology training program recognized by the Association of Psychology Postdoctoral and Internship Centers (APPIC), American Psychological Association (APA), and provide clinical training to medical students and/or psychiatric residents as needed. Vendor shall implement an active clinical research program with the facility. **Please detail how this requirement will be accomplished. (50 Points)**
8. Vendor shall collaborate with the Department of Human Services in a utilization review process and provide a monthly report detailing requested information. **Please detail how compliance will be ensured with this requirement. (50 Points)**
9. Vendor shall perform said services during hours mutually agreed to by the parties that allow treatment to be provided. Vendor shall monitor the services to be sure that said services are being provided in a good and workman-like manner. Vendor and its employees, supervisors, and persons working for it under this agreement shall be subject to all security procedures pertaining to the Treatment and Detention Facility and shall comply with same. Violations of security procedures may result in denial of a particular employee to the Treatment and Detention Facility. In this event, Vendor agrees to provide personnel sufficient to provide the services described herein. Vendor shall supervise the employees during the performance of their work with the Treatment and Detention Facility and shall be considered employees of Vendor and not employees of the Department of Human Services.
10. Only Department of Human Services functions shall be delegated to Vendor's employees as delineated in the job descriptions approved by the Treatment and Detention Facility. Corporate functions and tasks of Vendor unrelated to services described herein shall not be performed at Department of Human Services' expense during Department of Human Services work hours.

11. During their periods of duty at the Treatment and Detention Facility, all personnel shall limit their practice to treating Department of Human Services residents only.
12. Vendor shall employ and direct personnel as it requires to perform said services; shall secure all permits required in order to perform those services; shall execute full and complete authority over its personnel; shall comply with workers compensation, employees' liability, and other Federal, State, County, and any other municipal laws, ordinances, rules, and regulations required of an employer performing services herein contemplated; and shall make all reports and remit all withholding or other deductions from the compensation paid its personnel as required by Federal, State, county, or municipal law, ordinance, rule, or regulation. Vendor shall at all times comply and observe all Federal, State, County, and municipal laws and regulations that are in effect during the period of this contract and which in any manner affect the work or its conduct. To the extent that services are provided by Vendor, Vendor agrees to comply with any existing or future court orders.
13. Vendor personnel shall comply with all applicable current and future Federal, State, and local laws and regulations, court orders, Department Administrative Directives, Facility Directives, Program Directives, Professional Ethics, and policies and procedures of the Department of Human Services.
14. Records, as set forth in this paragraph, on all Vendor personnel shall be on file with the Treatment and Detention Facility. These records shall be made available to the treatment and Detention Facility Director or designee. These records shall include, but not be limited to, copies of current Illinois licenses and privileges or proof of professional certification and time-keeping records. These records shall be the property of the Department of Human Services.
15. All vendor personnel shall receive a minimum of an Associate's Sex Offender Treatment licensure within two months unless an extension is granted by the Facilities Medical Director, Program Director, or designee. Vendor personnel shall not provide sex offender specific resident treatment, evaluation, or recording of resident record notes until licensure requirement is met. Vendor shall ensure that its personnel comply with the terms of the contract specification. Vendor shall notify the Treatment and Detention Facility of any limitation on practice that exist on its personnel due to licensing or regulatory action.
16. All Vendor personnel shall be required to pass a background investigation as a requisite for initial and/or continued employment. All applicants for a position covered under this agreement shall be required to provide urine sample as part of their background investigation. In addition, all contractual personnel who perform on-site service may be required to undergo a urinalysis or blood test if there is a reasonable suspicion to believe that they are under the influence of or using controlled substances or marijuana and shall be subject to random drug testing. Vendor shall be responsible for the cost of vendor personnel background investigations and drug tests at an approved facility, these charges will not be reimbursed. Vendor background investigation and drug testing results for all

applicable employees shall be made available to the Department of Human Services Treatment and Detention Facility prior to initial and/or continued employment.

17. Initial and continued employment of Vendor personnel providing on-site services shall be subject to approval of the Department of Human Services Treatment and Detention Facility. In the event the Department of Human Services requests the dismissal of any Vendor personnel, a request shall be made to Vendor in writing with reasonable notice. Vendor shall maintain adequate staff level at all times.
18. All Vendor personnel and administrators under this contract shall comply with the policies, rules, and regulations of the State, Department of Human Services and the Treatment and Detention Facility, including laws and rules concerning confidentiality of clinical records.
19. Vendor shall be responsible for ensuring that all new Treatment and Detention Facility personnel are provided with orientation regarding treatment practices onsite at the Treatment and Detention Facility. Orientation regarding other facility operations will be the responsibility of the Treatment and Detention Facility. Vendor shall ensure that their staff receives pre-service training provided by the Department within the first sixty- (60) days of employment. Exceptions to this section may be made with the approval of the Department of Human Services.
20. Vendor shall provide appropriate in-service education programs as agreed to by both parties. All full-time vendor staff shall receive forty- (40) hours of in-service training per year. Selected topics that require staff training will be identified on an on-going basis through a quality improvement program. Any on-site training provided to Vendor staff shall be made available to Department of Human Service program staff. Exception to this section may be made with the approval of the Department of Human Services.
21. Vendor and the Treatment and Detention Facility, as agreed upon by both parties, agree to allow their employees to attend specified training as determined by the Treatment and Detention Medical Director, Program Director or designee. Cost for such training shall be the responsibility of Vendor.
22. Vendor shall be responsible for ensuring that Vendor staff promptly report any problems and/or unusual incidents to the Treatment and Detention Facility Director or designee. Vendor shall cooperate with any investigation of such problem or unusual incident. Vendor shall further submit a contractual activity report in person, via fax or E-mail to the Medical Director, Program Director, or designee each morning regarding the events of the prior day.
23. If there is an urgent administrative problem, the Treatment and Detention Facility shall make contact with Vendor and Vendor shall respond within one (1) hour. Vendor shall ensure that the contact is equipped with a cell phone for this purpose. If a non-urgent administrative problem occurs, the Treatment and

Detention Facility shall make contact with Vendor and Vendor shall respond within forty-eight (48) hours.

24. As directed by the Department of Human Services, Vendor shall represent the Program in discussions with local civic groups or visiting officials.
25. The Department of Human Services shall provide the necessary expendable and non-expendable equipment, computers, drugs, supplies, furniture, fixtures including, but not limited to, gymnasium equipment, recreational equipment, activity equipment and fixtures which are required for the provision of services under this contract, and appropriate objective sexual assessment equipment, as agreed to by both parties in writing.
26. The Department of Human Services shall provide normal office supplies including, but not limited, computers, software, printers, copiers, facsimile machines, postage, phone systems. Vendor employees must follow DHS policies and procedures regarding the use of these items.
27. The Department of Human Services shall provide adequate space at the facility to provide all services set forth herein.
28. At all times during the performance of its function herein, and for a reasonable time after termination of the Contract, Vendor shall have access to records relating to its performance hereunder, and shall have the right to inspect any and all such records as it shall deem necessary for the performance of its duties hereunder, and for the investigation or defense of any and all actions or incidents related to said performance.
29. Vendor shall attend all required Facility meetings and committees.
30. Vendor shall conduct Mental Health Evaluation according to Facility Directives and when requested by the facilities Medical Director, Program Director, or designee.

#### **F. Milestones and Deliverables**

1. Vendor shall furnish a professional liability insurance policy to cover its professional personnel. Vendor shall provide a copy to the Facility.
2. Vendor shall provide strike contingency plan in the event of a strike by their employees..
3. Vendor shall adhere to the following contract performance/outcome indicators:
  - a. Primary therapists will utilize their time on a weekly basis (excluding time off for vacation, personal leave and/or during unusual or emergency incidents on units) as follows:
    - Eighteen (18) hours per week of face-to-face resident contact in sex offender groups;

4. Twenty-two (22) hours per week for treatment team meetings, treatment planning, staffing meetings, committees, and professional development (i.e., training, education, and supervision); direct individual contract with residents and security advisors on the unit; report writing and documentation of above.

## **G. Service Area**

1. Unless otherwise disclosed in this section, all services shall be performed in the United States. This information and the economic impact on Illinois and its residents may be considered in the evaluation. If the Offeror performs the services purchased hereunder in another country in violation of this provision, such action may be deemed by the State as a breach of the contract by Offeror.
2. Offeror shall disclose the locations where the services required shall be performed and the known or anticipated value of the services to be performed at each location. If the Offeror received additional consideration in the evaluation based on work being performed in the United States, it shall be a breach of contract if the Offeror shifts any such work outside the United States.
3. Location where services will be performed: Treatment and Detention Facility, 17019 County Farm Road, Rushville, Illinois
4. Percentage of contract of services performed at this location: 100%

**H. Pricing**

**FORMAT OF PRICING:**

Offeror shall submit pricing in the format shown below, based on the terms and conditions set forth in Section 1 of this Request for Application. Failure to submit pricing as shown in this section may render Offeror’s entire Offer Non-Responsive and ineligible for award.

Pricing shall be submitted in the following format:

<b>FTE (based on 40 hrs per week)</b>	<b>Cost Category</b>	<b>ANNUAL SALARY per position</b>	<b>ANNUAL BENEFITS per position</b>	<b>ANNUAL COMBINED SALARY per position</b>	<b>TOTAL MONTHLY COSTS (FTE X monthly position cost)</b>	<b>TOTAL ANNUAL COST (FTE X annual position cost)</b>
1.00	Clinical Director			\$	\$	\$
1.00	Associate Clinical Director			\$	\$	\$
1.00	Director of Training and Research			\$	\$	\$
0.50	Psychiatrist			\$	\$	\$
5.00	Team Leader			\$	\$	\$
30.00	Clinical Therapist			\$	\$	\$
1.00	Recreation Therapist - Lead			\$	\$	\$
2.00	Recreation Therapist			\$	\$	\$
2.00	Grievance Examiner			\$	\$	\$
2.00	Clerical Staff			\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
45.50				<b>TOTAL LABOR</b>	\$	\$

Translators will be billed at cost for the services.

Based on cost breakdown, the Facility will only be responsible for paying the positions that are filled along with administrative fees that are a percentage of paid salaries. The Facility will not pay for vacant positions. Vendor shall provide a monthly invoice detailing all positions showing actual filled days per position and time sheets for vendor’s employees. Vendor shall provide cost breakdown of annual benefits per position. Vendor shall provide breakdown of Therapist salary and benefits according to education and credential attainment.

DIRECT COSTS		MONTHLY COSTS	ANNUAL COSTS
Total Labor			\$
Pass Thru Charges			\$
<b>TOTAL DIRECT COSTS</b>		\$	\$

INDIRECT COSTS	PERCENTAGE (of actual labor cost only)	MONTHLY COSTS	ANNUAL COSTS
Operating Expenses		\$	\$
Corporate Overhead		\$	\$
Management Fee		\$	\$
<b>TOTAL INDIRECT COSTS</b>		\$	\$

<b>TOTAL ESTIMATED COSTS</b>	<b>Estimated</b>	\$	\$
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**TYPE OF PRICING:** The Illinois Office of the Comptroller requires the State to indicate whether the contract pricing is firm or estimated at the time it is submitted for obligation. Pricing pursuant to this contract is estimated.

**EXPENSES ALLOWED:** Expenses  are not allowed  are allowed as follows:

**TAXES:** Pricing shall not include any taxes unless accompanied by proof the State is subject to the tax. If necessary, Offeror may request the applicable agency's Illinois tax exemption number and federal tax exemption information.

**OFFEROR'S PRICING OFFER:** Attach additional pages if necessary or if the format of pricing specified above requires additional pages.

Offeror's Price for the Initial Term: [Click here to enter text.](#)

Renewal Compensation: If the contract is renewed, the price shall be at the same rate as for the initial term unless a different compensation or formula for determining the renewal compensation is stated in this section.

Agency/University Formula for Determining Renewal Compensation: Same rate as original contract.

Offeror's Price for Renewal(s): [Click here to enter text.](#)