

Open-Ended RFQ Information Sheet

- This document has been provided for informational purposes only.
- The OSP Contact Information provided below is specific to the referenced Request for Qualifications (RFQ) and is subject to change.

RFQ Number: S000000282

Description: Re-Entry Facility

OSP Contact: Hanan Malak
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501-324-9320

Note: This solicitation is an open-ended RFQ used to establish and maintain a Qualified Vendor's List (QVL). Prospective Contractors interested in being listed on the QVL after the initial term may submit a response to this RFQ at any time while the RFQ remains open. Responses submitted for consideration as stated in the RFQ, will be evaluated and the resulting qualified vendors listed on the QVL for the applicable renewal term.

This RFQ will remain open for submission of responses each year for a period of up to seven (7) years from the issuance. The State reserves the right to close/end this RFQ for submissions at any time prior to the completion of the seven (7) year period, if it is in the best interest of the State to do so.



STATE OF ARKANSAS
DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
OFFICE OF STATE PROCUREMENT
 501 Woodlane St., Ste. 220
 Little Rock, Arkansas 72201-1023

REQUEST FOR QUALIFICATION
SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Solicitation Number:	S000000282	Solicitation Issued:	October 6, 2023
Description:	Reentry Facility		
Department:	Arkansas Community Correction		

SUBMISSION DEADLINE AND DELIVERY OF RESPONSE DOCUMENTS			
Response Opening Date:	October 17, 2023	Response Opening Time:	2:00 pm Central
<p>Response submissions for this Request for Qualification must be submitted through ARBuy, the State's eProcurement system. It can be accessed at https://arbuy.arkansas.gov. Responses received after the submission deadline may be rejected as untimely. See Section 1.2 for information regarding Live Response Openings.</p>			

TSS OFFICE OF STATE PROCUREMENT CONTACT INFORMATION			
TSS OSP Buyer:	Austin McClane	Buyer's Direct Phone Number:	501-371-6156
Email Address:	Austin.McClane@arkansas.gov	TSS OSP's Main Number:	501-324-9316
TSS OSP Website:	https://www.transform.ar.gov/procurement/		

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

- **Do not** provide responses to items in this section unless specifically and expressly required.

1.1 PURPOSE

This Request for Qualifications (RFQ) is issued by the Office of State Procurement (OSP) for Arkansas Community Correction (ACC) to establish a list of qualified vendors to provide reentry programming for residents transitioning out of correctional facilities across the state of Arkansas.

1.2 LIVE RESPONSE OPENING

The response opening may be viewed online as follows:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 293 792 297 195

Passcode: NqMqR3

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 501-244-3310,,369167299#](#) United States, Little Rock

Phone Conference ID: 369 167 299#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Help](#) | [Meeting options](#) | [Legal](#)

1.3 RESULT OF THE RFQ

- A. As a result of this RFQ, OSP intends to list multiple Prospective Contractors on the Qualified Vendors List.
- B. The anticipated starting date for any resulting QVL is November 20, 2023, except that the actual QVL start date may be adjusted forward unilaterally by the State for up to three calendar months. By submitting a signed response to the RFQ, the Prospective Contractor represents and warrants that it will honor its response as being held open as irrevocable for this period.
- C. The initial qualification term of a resulting QVL will be for four (4) years. The State may renew a Prospective Contractor's qualification status for up to three (3) additional one-year terms or portions thereof, not to exceed a total aggregate QVL term of seven (7) consecutive years.

1.4 SOLICITATION SCHEDULE

For informational purposes, TSS OSP is providing a Solicitation Schedule; however, dates listed and noted with an asterisk (*) are anticipated dates only and are subject to change at the discretion of the State.

TABLE A: TENTATIVE SOLICITATION SCHEDULE

ACTIVITY	DATE
RFQ Release to Prospective Contractors	October 6, 2023
Response Due Date	October 17, 2023 @ 2:00 p.m.
Post Anticipation to Award*	October 20, 2023
Award *	November 20, 2023

1.5 CLARIFICATION OF SOLICITATION

- A. The Prospective Contractor should notify the TSS OSP buyer of any term, condition, etc., that precludes the Prospective Contractor from providing a compliant, Responsive Submission. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a response.
- B. Prospective Contractors may contact the TSS OSP buyer with non-substantive questions at any time prior to the response opening.
- C. An oral statement by TSS OSP will not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by TSS OSP.

1.6 DEFINITION OF TERMS

- A. Unless otherwise defined herein, all terms defined in Arkansas Procurement herein have the same meaning herein.
- B. “Prospective Contractor” means a responsible offeror who submits a response to this solicitation.
- C. The terms “Request for Qualifications”, “RFQ,” and “Solicitation” are used synonymously in this document.
- D. “Responsive Submission” means a submission in response to this solicitation that conforms in all material respects to this RFQ.
- E. “Shall” and “Must” mean the imperative and are used to identify requirements.
- F. “Requirement” means something required.
- G. “Specification” means any technical or purchase description or other description of the physical or functional characteristics, or of the nature, of a commodity or service. “Specification” may include a description of any requirement for inspecting, testing, or preparing a commodity or service for delivery.
- H. “State” means the State of Arkansas. When the term “State” is used herein to reference any obligation of the State under a contract that results from this solicitation, that obligation is limited to the Department using such a contract.

1.7 QUALIFIED VENDOR LIST SELECTION

All Prospective Contractors meeting the Requirements and Response Submission Requirements of this RFQ will be included on the QVL.

1.8 RESPONSE DOCUMENTS

- A. All bid responses **must** be submitted through ARBuy, the State’s eProcurement system. The system can be accessed at <https://arbuy.arkansas.gov>.

1. Prospective Contractors **must** be registered in ARBuy to submit responses.

B. Response Packet

1. Prospective Contractors **shall** utilize the *Response Packet* to submit their responses.

2. The following items are response submission requirements and **must** be submitted as part of a Prospective Contractor's response. (See *Response Packet*)

a. Signed *Response Signature Page*. Signature may be ink or digital. (See *Response Packet*)

b. Response to the *Information for Evaluation* sections. (See *Response Packet*)

c. *Proposed Subcontractors Form*.

i. The utilization of any proposed subcontractor is subject to approval by the Division.

d. *Recommended Options Form*. The *Recommended Options* form included in the *Response Packet* allows Prospective Contractors to identify any recommended options or optional service ideas that may benefit the State that were not included in the Requirements and the proposed solution.

e. Copy of Prospective Contractor's *Equal Opportunity Policy*.

3. The following item(s), which **must** be submitted prior to a contract award to the Prospective Contractor, may also be included with the Prospective Contractor's proposal:

a. EO 98-04: *Contract and Grant Disclosure Form*.

4. Response **must** be in the English language.

5. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

C. Pricing is not requested for this solicitation and **should not** be submitted with the response.

D. Redacted Copy of the Response Packet

1. One (1) redacted (marked "REDACTED") copy of the Prospective Contractor's response. For more information on Proprietary, Confidential, and Exempt information, reference Section six (6) of the *Solicitation Terms and Conditions* document located on the TSS OSP website [here](#).

1.9 ACCEPTANCE OF REQUIREMENTS

A. A Prospective Contractor **shall** unconditionally accept all Requirements in the Requirements Section(s) of this RFQ to be listed on the QVL.

B. Prospective Contractor's response will be rejected if a Prospective Contractor takes exceptions to any Requirements in the Requirements Section(s) of this RFQ or fails to submit any of the Response Submission Requirement documents as specified herein.

1.10 ADDITIONAL TERMS AND CONDITIONS

A. This RFQ incorporates all of the Solicitation Terms and Conditions located on the TSS OSP website [here](#).

B. Any special terms and conditions included in this solicitation **shall** override the Solicitation Terms and Conditions.

- C. Prospective Contractor's response will be rejected if a Prospective Contractor takes exceptions to any of the Solicitation Terms and Conditions.

1.11 **QUALIFICATION AND AWARD PROCESS**

A. Qualified Vendors List

1. The initial validity term of the *Qualified Vendors List* will expire on November 20, 2027. The State **shall** have the option to renew the *Qualified Vendors List* on a year-to-year basis, for up to three (3) additional one-year terms or portion thereof. The total term of the *Qualified Vendors List* **shall not** be more than seven (7) years. The State **shall** have the right to terminate the *Qualified Vendors List* prior to exercising any renewal option, if it is in the best interest of the State to do so.

2. Vendor's Qualification Status

- a. Qualification of a contractor takes place during the following two steps. See remaining sections of this Solicitation for additional information.
 - i. Pending Qualified Vendor Status: Qualification Status for responsive contractors who have a Stage 1 License and who meet or exceed the requirements set forth in this *Bid Solicitation* **shall** be shown as "Pending" on the *Qualified Vendors List*.
 - ii. Qualified Vendor Status: Contractors **shall** be listed as "Qualified" upon OSP's receipt of a copy of their Stage 2 License.
- b. Contractors who are qualified as a result of submitting a response to this Solicitation **shall** be qualified through November 19, 2027, or for the remainder of the current term of the *Qualified Vendors List*, whichever is later.

3. Renewal of Vendor's Qualification Status

- a. Each year prior to the renewal of the *Qualified Vendors List* for an additional term, the qualification status of a contractor **shall** be reviewed.
- b. Contractors who continue to meet or exceed licensing requirements may be re-qualified for a one (1) year term or portion thereof, until all remaining renewal options for the *Qualified Vendors List* are utilized or the State exercises its right to terminate the *Qualified Vendors List*.
- c. Contractors not meeting licensing requirements **shall** be removed from the *Qualified Vendors List*.
- d. Contractors, who have been removed from the *Qualified Vendors List*, **shall** have the right to submit a new response for consideration.

B. Issuance of a Contract

The following items **shall** apply in the event a contract is issued to a qualified Contractor.

1. Any resultant contract of this *Bid Solicitation* **must** be subject to State approval processes which may include Legislative review and approval.
2. A State Procurement Official will be responsible for award and administration of any resulting contract(s). The agency's selection of a qualified Contractor to provide services will be determined according to the offender's specific needs, which may include the following:
 - a. Proximity of reentry facility to resident's area of release.

- b. Status of reentry facility license.
 - c. Availability of services will be taken into consideration should multiple vendors be located in the same area.
3. Issuance of a contract to a qualified Contractor **shall not** be guaranteed.

SECTION 2 – REQUIREMENTS

2.1 BACKGROUND

- A. The target population consists of male and female residents confined or incarcerated in an Arkansas Department of Correction (ADC) or ACC facility for a range of offenses and meet the following criteria:
1. Are within eighteen (18) months of their transfer eligibility (TE) date and meet other legal requirements.
 2. Are moderate risk and high risk of recidivism as determined by the Arkansas Offender Risk Assessment (ARORA).
- B. There are currently 5 incumbent contractors with 293 Facility Residents in the program.

2.2 MINIMUM CONTRACTOR QUALIFICATIONS

A. Stage 1 Reentry Facility License

1. The Contractor **shall** have a Stage 1 license to submit a response to this RFQ.
2. The Contractor should attach a copy of the Stage 1 Reentry Facility License for each facility listed on the Facility Information Form included in the Response Packet. Multiple facilities may be listed on this form. The form may be copied as needed.
3. To be granted a Stage 1 Reentry License, the Contractor **shall**:
 - a. Provide proof of a person's, group's, or organization's capability of operating a Reentry Facility.
 - b. Provide proof of a financial plan capable of sustaining an ongoing Reentry Facility operation.

B. Stage 2 Reentry Facility License

1. The Stage 2 Reentry Facility License is the actual and final Reentry Facility License. Facility **must** have a Stage 2 Reentry Facility License prior to the admittance of residents.
2. The Contractor should attach a copy of the Stage 2 Reentry Facility License for each facility listed on the Facility Information Form included in the Response Packet. Multiple facilities may be listed on this form. The form may be copied as needed.
3. The Contractor **shall** provide a copy of their Stage 2 Reentry License to OSP in order to be added as a qualified Contractor on the Qualified Vendor List.

C. Contractors who have a Stage 1 license and have a pending status on the Qualified Vendor's List will have six (6) months from the issuance date of the Stage 1 license to meet ACC's requirements to obtain a Stage 2 Reentry Facility License.

D. The Contractor **shall** abide by all provisions outlined in the ACC's Administrative Directive: Reentry Facilities.

NOTE: The following information on how to obtain a Reentry Facility License may be found on the ACC website at www.dcc.arkansas.gov.

- Reentry Facilities AD (Administrative Directive)
- Reentry Facility Minimum Requirements Checklist
- Reentry Facility Application

2.3 **GENERAL REQUIREMENTS**

- A. The Contractor **shall** provide supervision, housing, and evidence-based programs (EBP) and services directed at addressing criminogenic risk factors and aimed at reducing recidivism among the target population.
- B. At a minimum, the Evidence Based Programs **must** be in compliance with the most current ACC Reentry Facility Program Schedule and **must** include but are not limited to:
 - 1. Employment skills
 - 2. Job placement
 - 3. Reentry planning
 - 4. Criminal thinking
 - 5. Family reunification
 - 6. Pro-social support systems
 - 7. Education (GED or Higher Education)
 - 8. Substance abuse treatment
 - 9. Housing planning and placement
- C. The Contractor **shall** observe and comply with federal and State of Arkansas laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to the execution of a resulting contract which in any manner affect the completion of the work.
- D. The Facility **must** maintain a Staff to Resident ratio of 1:25.
- E. Every Facility **must** maintain 150 square feet of space per resident.

2.4 **RESIDENT PLACEMENT**

- A. Contractors **shall** accept all ACC and ADC residents for placement at the facility provided placement of that resident will not result in a violation of local and/or State laws.
- B. If placement would result in a violation of a law, the Contractor **shall** provide a written justification for the denial.

2.5 **RESIDENT MEALS**

The Contractor **shall** provide at least three (3) meals per day for each resident as set forth in ACC's Administrative Directive: Reentry Facilities.

2.6 **RESEARCH AND EVALUATION**

- A. The Contractor **shall** provide all applicable information and data to ACC's research and planning division as set forth in ACC's Administrative Directive: Reentry Facilities (https://doc.arkansas.gov/wp-content/uploads/2020/09/Reentry_Facilities_070118-1.pdf) for use in ACC's annual and special reports.
- B. The Contractor **shall** assist with report preparation upon request.

2.7 **REIMBURSEMENT**

- A. The Contractor **shall** be reimbursed according to the rates, timelines, and procedures set forth in the ACC Administrative Directive: Reentry Facilities. (https://doc.arkansas.gov/wp-content/uploads/2020/09/Reentry_Facilities_070118-1.pdf)
- B. The Contractor **shall not** be reimbursed by the State for placements accepted from entities other than ACC or ADC.
- C. Unless explicitly stated otherwise, the Contractor **shall** be responsible for all costs associated with and incurred as part of providing the services outlined in this contract.

2.8 FACILITY LICENSE SUSPENSION/DISMISSAL

- A. The Housing Manager, for due cause, may recommend to the Area Manager of Reentry that a facility license be suspended or revoked.
- B. The Area Manager may assign ACC staff or any other local, State, or federal agency to assist in a facility investigation.
- C. In the event of a recommendation for denial of an application or the suspension or revocation of license, the applicant may appeal the denial to the Director of the agency within 30 days of the written recommendation for denial, suspension, or revocation.

2.9 PERFORMANCE STANDARDS

- A. State law requires that qualifying contracts for services include Performance Standards for measuring the overall quality of services that a Contractor shall provide.
- B. The State may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration.
- C. Performance Standards shall not be amended unless they are agreed to in writing and signed by the parties.
- D. Failure to meet the minimum Performance Standards as specified will result in the assessment of damages.
- E. In the event a Performance Standard is not met, the Contractor will have the opportunity to defend or respond to the insufficiency. The State has the right to waive damages if it determines there were extenuating factors beyond the control of the Contractor that hindered the performance of services. In these instances, the State has final determination of the performance acceptability.
- F. Should any compensation be owed to the Department due to the assessment of damages, Contractor shall follow the direction of the Department regarding the required compensation process.

SECTION 3 – CRITERIA FOR SELECTION

- **Do not provide responses to items in this section.**

3.1 RESPONSE PACKET EVALUATION

- A. On a pass/fail basis, OSP will review each Response Packet submitted by the response deadline as listed on page one (1) of the RFQ to verify all Requirements have been met.
- B. The resulting QVL will be comprised only of those Prospective Contractors meeting the Requirements and providing the Response Submission Requirement documents specified in this RFQ. Prospective Contractors who do not provide any one or more of the Response Submission Requirement Documents, will fail the Response Packet evaluation.
- C. Prospective Contractors whose responses meet (pass) all Requirements and Response Submission Requirements of this RFQ will be included on the initial QVL.
- D. Prospective Contractors whose responses do not meet (fail) any of the Requirements and Response Submission Requirements of this RFQ will not be included on the initial QVL.
- E. The State Procurement Official reserves the right to reject a response if it does not meet Requirements, if any of the Response Submission Requirement documents are omitted, or if is in the best interest of the State to do so.

3.2 FUTURE LISTING ON THE QVL

- A. Prospective Contractors seeking to be included on the QVL after the initial term may submit responses to this RFQ to OSP at any time during the year.
- B. OSP will provide the *Response Packet* to a Prospective Contractor upon request to the Contract Administrator listed on page 1 of this RFQ or another Contract Administrator as may be determined by OSP.
- C. After the initial award of the QVL, information pertaining to the submission of a Response Packet can be found on OSP's website at <https://www.dfa.arkansas.gov/procurement/vendor-information/miscellaneous-bid-opportunities> under *Open-Ended Request for Qualifications*.
- D. The Prospective Contractor **shall** complete the *Response Packet* and **shall** submit all the information and documents to OSP as specified in the *Response Packet* in order to be evaluated for possible inclusion on the QVL.
- E. OSP will evaluate any subsequent responses submitted by Prospective Contractors using the same Response Packet Evaluation technique as described herein.
- F. OSP reserves the right to reject a *Response Packet* if it does not meet Requirements, if any of the Response Submission Requirement documents have been omitted, or if is in the best interest of the State to do so.

3.2 PROSPECTIVE CONTRACTOR ACCEPTANCE OF EVALUATION TECHNIQUE

- A. Prospective Contractor **shall** agree to all evaluation processes and procedures as defined in this solicitation.
- B. The submission of a *Response Packet* signifies the Prospective Contractor's understanding and agreement that subjective judgments will be made during the Response Packet Evaluation.