

STATE OF ALASKA

Department of Corrections
Division of Institutions



Community Residential Center Services

2024-2000-0090

Amendment # 1

August 28, 2023

This amendment is being issued to address questions.

Important Note to Offerors: You must sign and return this page of the amendment document with your proposal. Failure to do so may result in the rejection of your proposal. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.

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Procurement Officer
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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Questions submitted by potential offerors and answers from the state:

Question 1: Please clarify the meaning of “no minimum or maximum” in Sec. 1.01 and “FIRM FIXED PRICE contract for 40 regular beds” in Sec. 3.03. The current contract in effect for these services is based on a fixed price for 40 regular beds.

Answer: Please remove the work “FIRM” it was an error; the resulting contract will be a “Fixed Price”.

Question 2: Please clarify if the intended numerical limits for these provisions are 40 or 60 days?

Answer: 40 days is incorrect; it should read **60 days** not 40 days.

Question 3: Does this mean that employees in all of the categories listed (administrative, treatment and support personnel) are required to be available 24 hours per day?

Answer: No, the facility (CRC) must be operating 24 hours a day and is to provide staff accordingly to support all operations.

Question 4: Do Department record keeping practices require that any or all of these records be specifically kept in paper form or electronic form? Can the Department provide a current retention schedule for these records?

Answer: Electronic form is acceptable. Retention Schedule attached.

Question 5: Can the Department provide a document with a full explanation of this philosophy and program model?

Answer: See attachment.

Question 6: Can the Department provide a document with these criteria and measurement system?

Answer: See attachment.

Question 7: Is it a contract requirement that the contractor maintain on staff an individual with the educational qualifications as stated on Page 37?

Answer: No, this service may be offered the contractor or community provider, or it can be offered in the community.

Question 8: Will this contract allow the contractor to bill Medicaid for the services that are covered under the State of Alaska 1115 Waiver?

Answer: This would be a question for Medicaid to answer.

Question 9: Are the IOPSAT & RSAT programs intended to be limited to offenders from the DOC and are they gender specific (males only)?

Answer: Yes, it is limited to DOC offenders, and no, it's not gender specific both male and females. Please note that RSAT services are being removed from the RFP, see below changes.

Question 10: Will assessments be completed upon arrival at the CRC? Or will there have been an assessment indicating that 3.5 or 2.1 levels of care were clinically appropriate before being sent to the CRC?

Answer: Yes, in certain cases. Yes, however, RSAT is being removed from the RFP.

Question 11: If the evaluations are completed upon arrival, what is the procedure if the assessment is inconsistent with the level of care upon which that offender was referred?

Answer: Assessments will be completed upon arrival for some placements and others will have obtained an assessment for treatment prior to placement at the Glacier Manor. In the case of a placement that obtains an assessment upon arrival and the assessment is inconsistent with level of care provided, DOC furlough staff will determine if the level of care is available in the community. If no treatment is available to meet the needs, DOC will review the need of transferring the placement to a location in which they can receive the needed treatment.

Question 12: If an assessment is to be completed by us upon arrival at the CRC, would telehealth assessments be allowed before sending offenders to ensure qualification for the appropriate level of care is met?

Answer: No

Question 13: Does this apply to both programs collectively (e.g., 85% of 20) or each program individually (e.g., 85% of 15 for IOPSAT, and 85% of 5 for RSAT)?

Answer: 85%, RSAT is being removed from the RFP.

Question 14: Regarding referrals of offenders for substance use treatment: What is our role expected to be in maintaining 85% occupancy and 85% completion success? This seems to be largely dependent on referrals from the Department.

Answer: It would be largely dependent on referrals from DOC.

Question 15: If it is clinically appropriate to step an offender down from one of the contract programs (3.5 or 2.1) or if they are assessed to a lower level of care that we have available onsite (3.1 or 1.0), is the expectation that we only use the 3.5 or 2.1 programs for offenders? If there is an expectation that we use the other levels of care we have onsite (3.1 & 1.0), how would transitioning people to these levels of care be accounted for on the IOPSAT/RSAT census and completion numbers?

Answer: Because RSAT is removed this question is not applicable.

Question 16: “Facility” isn’t in the definitions section, but on page 8 it’s stated the contract is for a “residential halfway house facility (CRC)”

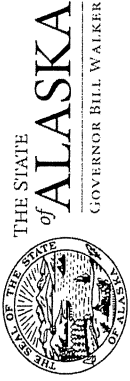
Answer: Facility refers to the CRC where offenders are housed.

Question 17: We want to clarify if the non-smoking provision applies to just the CRC facility (building) or to the entire Gastineau Humane Services campus.

Answer: CRC facility only, not the entire campus.

Changes to the RFP:

1. RSAT services for this RFP have been removed in its entirety.
2. RFP Due date has been extended to August 31, 2023 @ 2PM AST.



STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 20-437.2
Agency ID #: 437
Page 1 of 3

Department of Corrections Division of Institutions Correctional Institutions, Statewide

Authority: Under 40.21.060(4) and AS 40.21.110, the agency shall retain and otherwise manage records in accordance with this schedule.

If this schedule does not cover a record, the agency shall retain and otherwise manage records in accordance with the most current *State of Alaska General Administrative Records Retention Schedules*. If this schedule and the *General Administrative Records Retention Schedules* do not cover a record, the agency must obtain approval to dispose of the record from the Records and Information Management Service.

Disposition: The agency may not destroy permanent records. Notwithstanding any retention period in this schedule or the *Alaska General Records Retention Schedules*, the agency must retain records relevant to ongoing or foreseeable investigations, audits or lawsuits, or responsive to a pending public records request.

Archival Value: Under AS 40.21.030(a)(3), the State Archivist may review for permanent retention all records with potential permanent legal or historical value. All records created prior to 1960 must be retained for review by the Alaska State Archives. This retention schedule does not authorize the transfer of records to any repository other than the Alaska State Archives (AS 40.21.030).

Format and Media: Under AS 40.21.150(6), the retention periods listed on this schedule apply to all electronic and non-electronic records. The agency may store a record in any format as long as the record remains readable and accessible for its retention period. See 4 AAC 59.005.

Accordingly, the agency must, as necessary, periodically update storage media, adopt migration strategies, and implement security plans. Backups produced for data recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Essential Designation: Under AS 40.21.060, the agency shall identify, segregate and protect essential records vital to the continuing operation of the agency in the event of natural or man-made disasters. See 4 AAC 59.005(a)(8) and 4 AAC 59.010(5)(E).

Copies: Do not retain copies preserved for convenience or for business essential or data recovery purposes for longer than the retention period of the record copy. See AS 40.21.150(6).

Supersedence: This schedule supersedes: 20-437.1, Department of Corrections, Division of Institutions, Correctional Institutions, Statewide

Pursuant to the provisions of AS 40.21.030 (b)(10) and 4 AAC 59.005, the records listed on this schedule are approved for retention and disposition as indicated.		Agency CEO/ Division Director <i>Original signature held on file.</i>	Date: 8/8/2017
Attorney General/Designee <i>Original signature held on file.</i>	Date: 4/30/2019	Bruce Busby, Director of Institutions, Department of Corrections	
Alan Birnbaum, Chief Assistant Attorney General, Department of Law	Date: 7/2/2018	Commissioner of Administration/Designee <i>Original signature held on file.</i>	
State Archivist <i>Original signature held on file.</i>	Date: 7/2/2018	Kelly O'Sullivan, Director, Division of Finance, Department of Administration	
Karen Gray, Acting State Archivist		Records Analyst <i>Original signature held on file.</i>	
		Jennifer Treadway, State Records Manager	

Records Retention Schedule**Schedule # 20-437.2****Agency ID #: 437****Page 2 of 3**

Department of Corrections, Division of Institutions, Correctional Institutions, Statewide

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	Inmate Case Records (Sentenced Prisoner Records) This series consists of incarceration records for non-criminal inmates (Title 47) and inmates' during their term of incarceration and/or term of probation/parole. Records may include, but are not limited to: pre-sentence investigation reports; court judgments (temporary and permanent); time accounting papers; classification reviews; request for interviews; probation officers' notes; correspondence with institutions, attorneys, and relatives; commissary slips; time accounting records; court pleadings, and other related records. Records are arranged alphabetically by name.	Current		Maintain records in the institution as long as inmate is institutionalized. If inmate is transferred to another institution or released on parole, transfer records to the appropriate institution or probation office. If sentence is completed, transfer records to Central Records Unit. Confidential per AS 12.62.160, 22 AAC 05.090(c), and 22 AAC 05.095. See schedule 20-434.2, item #1, for inactive inmate case records.
2	Inmate Medical Case Files This series consists of medical records for non-criminal inmates (Title 47) and inmates' during their term of incarceration. Records may include, but are not limited to: medical histories, remand screening forms, transfer summaries, progress notes, medication administration records (MAR), lab results, x-rays, dental records, inmate requests for medical appointments, health care authorizations, medical watch records, suicide protocol orders, medical grievances and responses, and other related records. Arranged alphabetically by name.	Current		Maintain records in the institution as long as inmate is institutionalized. If inmate is transferred to another institution or released on parole, transfer records to the appropriate institution or probation office. If sentence is completed, transfer records to Central Records Unit. Confidential per AS 12.62.160, 22 AAC 05.090(c), and 22 AAC 05.095. See schedule 20-434.2, item #2, for inactive medical case records.

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

Records Retention Schedule**Schedule # 20-437.2****Agency ID #: 437****Page 3 of 3**

Department of Corrections, Division of Institutions, Correctional Institutions, Statewide

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
3	Logs Includes sign-in, segregation, visitor, post and booking logs. Arranged chronologically.	6		Destroy 6 years after log closure for litigation purposes. Confidential per AS 12.62.160, 22 AAC 05.090(c), and 22 AAC 05.095.
4	Training Records This series documents staff professional development and consists of evaluations, training worksheets, completion notices, certificates, course information/outlines, and correspondence. Arranged alphabetically by name.	1		Destroy 1 year after employee termination. Institutions will keep an agency redundant copy for 1 year and send all training files to the Training Academy for data entry and filing. Confidential per AS 12.62.160, AS 45.25.150, 22 AAC 05.090(c), 22 AAC 05.095, AS 39.25.080 and 2 AAC 7.910(c). Record copies are kept by the Training Academy. See Training Academy Schedule 20-443.1 for all training records.
5	Inmate Banking System The inmate trust fund accounts are located on a statewide information system that records and tracks prisoner funds. These funds are available to inmates and used to pay restitution, child support, medical co-pays, and to purchase items from the commissary which may include but is not limited to: Stationary, postage, stamps, clothing, and snacks). Other disbursements may be for various clubs.	6	Yes	Source records are disposed after scanned and quality control verified. Records are deleted or destroyed 6 years after offender released from custody and supervision. Confidential per AS 12.62.160, 22 AAC 05.090(c), and 22 AAC 05.095.

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

SUD Programs shall include the following:

1. Cultural Relevance

The program and services offered must be culturally relevant to Alaska Natives and other minority Culture Groups such as but not limited to Hispanics, African Americans, and Filipinos.

2. Program Milieu

Program Milieu is a treatment program designed to help offenders improve their overall addictive and criminal thinking. It has a structured schedule with treatment groups and activities led by counselors. Offenders will learn problem solving skills and cognitive behavioral skills. The program milieu contains elements of a Therapeutic Community such as Right Living, Recovery, and Role Modeling. However, the emphasis is on staff providing treatment interventions to motivate behavioral change instead of using peer hierarchy. Total separation from the general inmate population is not possible or expected but efforts will be made to house programming offenders together.

These programs are guided by the following concepts:

- Right Living: is abstaining from using alcohol and drugs, following all rules, steadily participating in treatment, meeting treatment and institutional obligations, maintaining cleanliness and proper hygiene, practicing honesty, caring for other's well-being, and showing manners, respect, and dignity toward everyone. It is about being consistent, responsible, and accountable.
- Recovery: Recovery changes negative patterns of behavior, thinking, and feeling to develop a responsible substance free life. Recovery is a process.
- Role model: Each person is expected to show the behavior, attitude, and expectations of the treatment program. Role models consistently maintain positive attitudes and values. They are aware of their own behaviors, are committed to positive change and demonstrate right living. They reach out to help others and take on additional responsibility without being asked.

The following aspects and items must be addressed when establishing and running the program:

- Treatment tools will be established to help people change thinking and behavior. Some tools will be based more on changing the offender's own thinking, like Thinking Reports and other tools are based on helping others change, like feedback. For tools to work effectively they need to be delivered in a positive, helpful way and they need to be practiced often.
- An emphasis shall be placed on maintaining a strength-based approach. More time should be spent reinforcing positive behaviors as opposed to a heavy focus on punishment and criticism.
- There will be no hierarchy within the program milieu.

3. Group Format

- a. The program curriculum will be premised upon A New Direction workbook. This is an evidence-based cognitive behavioral program that has been shown to be effective for offenders with SRAAD. Most groups will focus on a workbook and a specific exercise, or

exercises, within that workbook. To enhance the program the Living in Balance workbooks may be used as supplemental materials.

- b. The program will establish and follow a set schedule preapproved by the project manager that will include at least fifteen (15) hours of instruction per week. During this time, offenders share their assignments and discuss, explore, and examine their own completed work as well as those of other offenders.
- c. The contractor shall follow the facilitator guidelines set forth in the below curriculum for the clinical groups:
 - i. A New Direction curriculum
 - Introduction to Treatment
 - Criminal and Addictive Thinking
 - Alcohol and Other Drug Education
 - Socialization
 - Preparing for Release
 - Relapse Prevention
 - Co-occurring Disorders

ii. Group Size

It is possible for some of these groups to break into small groups (or larger) depending on the material and exercises being covered; however, the clinical oversight and time obligations remain the contractor's responsibility.

4. Individual Counseling Sessions

Individual counseling session shall focus on the offender's workbook assignments. It is also an opportunity to address the offender's level of progress and engagement in the program. Four (4) individual counseling sessions during the course of primary care will be required by each counselor.

5. Program Curriculum

The contractor shall only use the program curriculum approved by the project manager. The required curriculum for this program will be A New Direction treatment curriculum from Hazelden Publishing. The department reserves the right to change the program curriculum during the course of the contract. At no time shall the contractor introduce curriculum that has not been preapproved by the project manager. The contractor shall purchase, at their own expense, the program curriculum supplies and shall always maintain sufficient quantities. Curriculum may be found at the publisher's website.

6. Additional Activities

Whenever possible, and where it does not interfere with program goals and objectives, offenders will be able to participate in other classes and work assignments within the institution. In doing so they will have the opportunity to apply newly acquired treatment knowledge and recovery skills in the larger community. They will also have access to other necessary support services such as religious programs, education, mental health, and medical services.

7. Discharge Function

The contractor shall use the program specific “ADOC SUD Discharge Summary” form for each offender who is discharged from a program (regardless of discharge status). The summary, along with all other electronic documents, shall be submitted to the institutional contact within five (5) working days of the offender’s discharge from the program. The discharge function does not include stand-alone screenings or assessments. The following are the eight (8) discharge categories that shall be used:

- a. Program Complete: the participant met each of the minimum obligations of the program.
 - I. Include Discharge Summary to the CJP or designee
- b. Transfer: the participant was transferred to another substance abuse treatment program prior to program completion (this will also include participants who are transferred, with a referral, to another institution).
- c. Segregated: the participant is no longer in the program due to violation of institutional rules and as a result was placed in segregation for longer than 30 days.
- d. Released: the participant was released from the institution prior to program completion.
- e. Withdrew: the participant is no longer in the program due to voluntary drop out.
- f. Administrative: the participant was removed from the program, by program staff, due to the participant’s failure to meet program requirements.
- g. Arrested: a community-based participant was returned to incarceration.
- h. Deceased: the participant passed away during program.

8. Release Planning

The contractor must address the use of specific post-discharge resources such as; community based Substance Abuse Continuing Care Services, elders, supportive family members, Office of Children’s Services, Tribal Courts, Social Services, sponsors/mentors, Talking Circles, and AA/NA. Many of the offenders who graduate from the program will transition into rural and remote villages where there is a scarcity of support services available. The contractor must make appropriate attempts to transition offenders into the support services that are available. The contractor shall work actively with community providers to facilitate offenders in accessing these services.

The contractor shall assist offenders, in conjunction with the offender’s Probation Officer and other associated department programs, in planning for Continuing Care services in their home communities. Release planning may begin sooner or later depending on the needs of the offender. The contract staff must be familiar with state approved and state funded treatment programs that use a sliding fee scale for services. They must develop referrals for safe housing, medical assistance, education, vocational training, employment, and other needs. All attempts must be made to transition offenders into appropriate, sobriety supporting services available in their community.