

**CITY OF WICHITA, KANSAS
REQUEST FOR PROPOSAL – FP930002
ALTERNATIVE CORRECTIONAL HOUSING PROGRAM AUDIT**

I. INTRODUCTION

The City of Wichita is requesting proposals from qualified individuals, corporations or entities to provide Program Audit services associated with regulating and licensing Alternative Correctional Housing. The City Council has authorized and established an Alternative Correction Housing Advisory Board. The City regulates alternative correctional housing facilities through ordinances on licenses and zoning. As a part of the licensing requirements, facilities are required to meet minimum program standards that relate to operations and services provided by the facilities.

The Program Auditor will be required to assist existing and new facilities with meeting the minimum standards before a license will be issued. It is anticipated that new facilities may initially require technical assistance by the Program Auditor in order to gain compliance with the minimum standards. As part of the license renewal process, Alternative Correctional Housing facilities must obtain a program audit each year that certifies compliance with minimum program standards. *In addition, the Program Auditor may be required to perform “mini-audits” between annual program audits when directed by the Alternative Correctional Housing Advisory Board to assure compliance and investigate complaints.* The owner of the Alternative Correctional Housing facility will be responsible for paying the cost of the Program Audit or any required “mini-audits”.

Services must be provided in accordance with all applicable local, state and federal laws, regulations and standards, including applicable City of Wichita Ordinances and relevant Kansas Administrative Regulations.

There is no expressed or implied obligation for the City of Wichita to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, **one (1) original and nine (9) nine copies of the proposal must be received in the Purchasing Manager’s Office, 12th Floor, 455 N. Main, Wichita, KS 67202 no later than 3:00 p.m., Friday, January 30, 2009.** An authorized signature must be on the proposal cover or submittal letter. All proposals must be submitted on 8 ½” X 11” white paper (no legal size or odd size pages are permitted). The proposal must list the official contact person, proposer’s name, telephone number and mailing address in the proposal. The City of Wichita reserves the right to make an award on the basis of greatest benefit to the City and not necessarily on the lowest price. The City also reserves the right to accept or reject any or all proposals submitted. Proposals submitted will be evaluated by the Alternative Correctional Housing Advisory Board.

During the evaluation process, the City of Wichita reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Alternative Correctional Housing Advisory Board, individuals and/or firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to retain any ideas in the proposal regardless of whether a proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposal.

II. TERM OF ENGAGEMENT

The initial term of the contract will be for a term of one year, with the options to renew the contract under same terms and conditions for two (2) successive one (1) year terms by mutual agreement of the parties. There is no assurance, expressed or implied that the governing body will exercise this option. The contract will provide that either party may terminate the contract upon providing a thirty (30) day written notice.

III. SUBCONTRACTING/JOINT VENTURES

The individual or firm may consider subcontracting portions of the contract to minority business enterprises and women-owned businesses. Joint ventures between two or more individuals or firms is wholly acceptable if it serves the best interest of the City of Wichita. If this is done, the name of the proposed subcontracting firms must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be permitted without the express prior consent of the City of Wichita. The individual or firm receiving the contract award will be responsible for any work of such subcontractors.

IV. SCOPE OF SERVICE

The City of Wichita has approved licensing and regulatory requirements for Alternative Correctional Housing Facilities. As part of the licensing requirements, facilities must provide written documentation that facilities meet minimum standards for operational practices and services. The Program Auditor is responsible for certifying that minimum licensure standards are met before a license is granted by the respective governing body. The Auditor must document approval by signing the license application form or submitting a written and signed statement of audit approval to the City of Wichita Office of Central Inspection.

It is anticipated that both new and existing facilities may need technical assistance in meeting minimum standards for licensure. The Program Auditor will be responsible for working with facility owners and/or managers to help ensure that the minimum

standards are met. Alternative Correctional Housing facilities will be responsible for requesting technical assistance from the Program Auditor. Should a facility be deficient in its documentation of minimum standards associated with licensure, the Program Auditor will be required to make a list of such deficiencies and may be requested to provide technical assistance in gaining compliance, with input and/or guidance from the City and/or the Alternative Correctional Housing Advisory Board.

Alternative Correctional Housing facilities will be required to renew their license each year. As a part of the license renewal process, such facilities must seek a Program Audit to ensure compliance with the defined minimum standards. The Program Auditor will be responsible for certifying that the minimum standards for operation and service provisions are met if the license is to be renewed.

Programs Auditors will be assisting facilities with documenting compliance with the following minimum licensure standards.

MINIMUM ACH LICENSURE STANDARDS

- (a) The facility must meet minimum standards that define operational practices and services provided before a license is granted, except that these standards shall not apply to day reporting facilities. These standards shall include:
 - (1) Insurance. General liability insurance will be carried on the licensed premises, naming the city as an additional insured. The amount of insurance coverage will be one million dollars. In addition, workers compensation coverage will be maintained in amounts required by law.
 - (2) Local Zoning. The facility will be in compliance with all applicable zoning ordinances, or is attempting to comply with, or change such laws, codes, or zoning ordinances through legal means.
 - (3) Facility. The building will conform to applicable building, housing, sanitation and health codes, except as follows: Sleeping space with a minimum of twenty unencumbered square feet per person will be provided. Telephone facilities will be maintained at each building for emergency access by residents. Vermin, pest control and trash removal agreements will be available for review. The facility and surrounding area will remain clean and in good repair.
 - (4) Exclusion of Contraband. Reasonable and prudent efforts will be made to routinely search the facility and personal property to discourage introduction of contraband.
 - (5) Fire Prevention. Written policy and procedure will specify the facility's fire prevention regulations and practices to ensure the safety of staff, clients and visitors. These include, but are not limited to:
 - A. An adequate fire protection system will be provided;
 - B. A quarterly system of fire inspections and equipment testing will be established;
 - C. An annual inspection by local fire officials will be conducted; and
 - D. Fire protection equipment will be accessible in identified locations.

At a minimum, written emergency procedures will include instructions for the following:

- A. Immediate notification of the fire department;
- B. Alerting and/or evacuating occupants;
- C. Controlling or extinguishing the fire; and
- D. Evacuation routes/procedures.

New staff will be trained on the procedures prior to shift coverage and all staff will review them annually. Additionally, diagramed evacuation routes are to be posted in a conspicuous location on every occupied floor. Evacuation drills will be conducted monthly during hours when most residents are present in the facility. Smoking policies will be posted and smoking areas clearly identified.

(6) Food Service. Food service provided at the facility will comply with all sanitation and health codes enacted by state or local authorities. At no time can meals be denied to residents as a disciplinary measure. The facility may require that residents pay for meals, if applicable, or that residents sign up for meals within a reasonable time.

(7) Interagency Communication. The license holder will document communications with other components of the criminal justice system in an effort to further promote the public welfare and safety, especially those with the referring and/or supervising authority.

(8) Counseling. The license holder will provide proof of licensing by the Kansas State Department of Social and Rehabilitation Services Substance Abuse Treatment and Recovery (SATR) [formerly Alcohol and Drug Abuse Services (ADAS)], if the facility is providing substance abuse treatment.

(9) Accommodations. Each resident will be provided with a sleeping area that includes, at least a bed, mattress, pillow, supply of bed linen, chair and locked storage space for personal belongings.

(10) Linen Exchange. A written policy and procedure will be developed and followed for the issuance of clean, usable bedding, linen, and towels to new residents, including the provision for exchange or laundering on at least a weekly basis.

(11) Staffing. The staffing pattern of the facility will concentrate staff at the times when most residents are in the facility. The facility will provide a work schedule for all supervision and program staff.

(12) Facility Supervision. At least one paid or unpaid staff person who meets the criminal record requirements for employees will be available at the facility premises and responsive to the residents needs twenty-four hours a day.

The facility will ensure reasonable and prudent standards of supervision (staff to client ratio) to ensure public safety. Standards for supervision will be based upon, but not limited to, the following factors:

- A. The physical layout of the facility including the number of buildings, exits, rooms, floors and common space in the facility;
- B. Use of an electronic monitoring system to monitor entry, egress, and internal movement within the facility;
- C. The number of employees available per shift; and
- D. The maximum number of residents the facility is licensed to house.

(13) Authority. Written policy will prohibit any resident from being in a position of control or authority over other residents.

(14) Absconders. A written procedure will be established, reviewed annually, and updated as necessary for the prevention, detection and pursuit of absconders. In addition to providing services to the resident, the facility also has a responsibility for the safety of the community. The procedure should provide for prompt reporting of the situation to appropriate authorities. If a resident placed at the facility for the commission of any crime of violence against a person absconds, operators should make an effort to facilitate notification of the victim(s) by working with the supervising agency.

(15) Supervision of Resident Movement. In accordance with written policy and procedure, the staff will monitor movements of residents into and out of the facility. The license holder will maintain a written procedure and a system of accounting for the whereabouts of residents at all times. There will be procedures for periodic counts of residents, sign-in and sign-out procedures, and procedures for locating and verifying the presence of residents, such as requiring them to leave a telephone number and/or location at which they may be reached when not in the facility. Staff will monitor and control the access to the facility's sign in/out log and determine the identity of all visitors.

(16) Personnel. The owner, manager and/or operator and supervisory staff must pass the criminal record check requirements. The facility will establish a personnel policy that prohibits employment of paid or unpaid supervisory persons with any of the following:

- A. A previous conviction of any violation involving sex offenses or child molestation;
- B. A current felony charge or charges pending; or
- C. Is currently under the supervision of any federal, state, or local court.

The facility will maintain documentation that each employee is informed regarding the standards of employee conduct, including but not limited to the following:

- A. No favoritism will be shown towards any group or individual residents;
- B. Professional relationships will be maintained;
- C. Employees will have no business relationship with residents;
- D. No criminal conduct will be engaged in by staff; and
- E. No sexual harassment will be engaged in by staff.

Training on emergency procedures will be conducted for each staff person prior to assuming shift coverage. Documentation of the training will be maintained. The facility will maintain a written policy concerning equal opportunity for all job applicants as well as a written policy to prevent conflicts of interest. The facility will maintain a current organizational chart, a current written operations manual, and will document regular staff meetings.

(17) Operations Manual. The license holder will maintain an operating manual specifying approved methods of implementing the license holder's policies and providing details for daily operations. The manual will be available to all staff and volunteers. Operations manuals are to be reviewed annually and updated as needed.

(18) Program Rules. Each resident will receive a copy of the program policy stating rules and regulations, including disciplinary procedures appropriate for staff to utilize. The policy will be read, signed, and dated by each resident upon admission to the facility.

(19) Posting of Rules. All program rules and regulations pertaining to residents will be conspicuously posted in the facility.

(20) Grievances. Written policy and procedure will provide for a grievance process for residents. A copy of the grievance policy and procedure will be posted in a conspicuous

place on the premises of every licensed facility. The grievance information will also be transmitted to the party requesting, without alteration, interference, or delay. In the event of a grievance, a written report documenting the final disposition will be prepared and filed in the resident's case record. The resident will also receive a copy of the final report.

(21) Termination of Services. Written policy and procedure concerning the removal of any resident from the program at the facility will be developed. Reasonable and prudent action will be taken on the part of the facility to ensure that a resident's dismissal does not threaten the safety of the resident or the community.

(22) Reimbursements. Written policy and procedure for the facility's reimbursement by residents will be developed. The policies will include at least the method for calculating payments, acceptable method of payment, dates or times that payments are due, and the exact services being purchased. These policies and procedures will be delivered in writing to each resident upon admission.

(23) Discipline. Written policy and procedure prohibiting the use of personal abuse and corporal punishment will be developed. All facility rules will be posted in a conspicuous place as well as included in the client handbook. Any system employed to reward resident behavior with greater freedom or privileges will be maintained in writing and provided to the resident upon intake. Any disciplinary actions available for use by staff with residents will be in writing and provided to the resident upon intake. Any disciplinary action taken will be documented in a written report filed in the resident's case record. The facility will have a written policy on the use of force.

(24) Case Management. The license holder will maintain a case record for each person residing in the facility. The record will include all significant decisions and events relating to the resident. The facility will have written policies and procedures governing resident referral and intake, and the contents of each case file. Confidentiality of case records is essential and policies and procedures will be in place to ensure that confidentiality is maintained. The facility will develop a network of community resources and services in an attempt to fulfill each resident's basic needs.

(25) Programs. All program privileges will be written and delivered to the resident upon intake. Any revisions will be documented and forwarded to the resident prior to implementation. There will be a written policy concerning passes and curfews. In-house recreation such as television viewing, table games and exercise equipment will be made available to residents. Written policies and procedures will be in place concerning the testing of residents for substance abuse. Written policies and procedures will also address sanctions available to the facility for substance abuse infractions. A private area of the facility will be available for counseling. All residents will have access to religious services.

(26) Medical Services. Written procedures will be in place to address emergency medical needs. At a minimum, one staff person per shift will be trained in emergency first aid and cardiopulmonary resuscitation. The facility will have basic first aid supplies on site at all times. The facility will have written policies and procedures regarding the control and dispensing of residents prescribed medication and over-the-counter drugs. The facility will have written procedures providing for prompt detection and appropriate treatment for instances of serious injury or illness, and for the prompt reporting of instances of death.

(27) Transportation. The facility will be located within one mile of public transportation or other means of transportation will be available.

(28) Referral Agency Emergency Contacts. License holders will maintain a list of all referring agencies, with designated contact persons who can be notified at all times and who can assist when critical decisions are necessary relevant to residents and/or public safety.

Program Auditors may also be required to perform “mini-audits” at the direction of the Alternative Correctional Housing Advisory Board to ensure compliance with licensure standards and investigate complaints. During these “mini-audits” the Program Auditor will document any deficiencies and provide the Alternative Correctional Housing Advisory Board an update of the compliance with licensure requirements. Program Auditors will be reviewing the following minimum licensure standards during the “mini-audit.”

1. The license holder documents communications with other components of the criminal justice system, especially those with the referring and/or supervisory authority, to promote the furtherance of the public welfare system.
2. The staffing pattern of the facility concentrates staff at the times when most residents are in the facility.
3. At least one paid or unpaid staff person who meets the criminal record requirements for employees is on the facility premises available and responsive to the residents' needs 24 hours a day.
4. In accordance with written policy and procedure, the staff monitors movements of residents into and out of the facility.
5. The license holder has a written procedure and a system of accounting for the whereabouts of the residents at all times. There should be procedures for periodic counts of residents, sign-in and sign-out procedures, and procedures for locating and verifying the presence of residents, such as requiring them to leave a telephone number and/or location to which they may be reached when not in the facility.
6. Each resident receives a copy of the policy stating program rules and regulations, including disciplinary procedures available to staff, which the resident reads, signs and dates.
7. All program rules and regulations pertaining to residents are conspicuously posted in the facility.
8. Written policy and procedure to govern the removal of any resident from the program facility.

9. The license holder maintains a case record for each person who receives services.

V. PROPOSAL REQUIREMENTS

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of individuals and/or firms seeking to provide comprehensive Program Audit services for the City of Wichita in conformance with the requirements of this Request for Proposal. The proposal should demonstrate the qualifications of the individual and staff (if applicable) to undertake this project.

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN INDIVIDUAL OR FIRM.

Mandatory Elements

The proposal should state the name, location, and size of the firm(s) that will provide the services under this proposal. The number and nature of the professional staff to be used, their certifications, and number of full-time equivalents which will be assigned to the project.

If the proposer is a joint venture or consortium, the qualifications of each firm must be separately stated and identified.

The individual and/or firm must fully describe its experience in providing Program Audits to alternative correctional housing facilities or other correctional facilities.

The proposer must comply with applicable nondiscrimination and equal employment opportunity requirements.

The individual or firm shall identify any potential conflicts of interest involving it or its officers and employees with any alternative correctional facility or the City of Wichita. The proposal shall include the methods that will be used to identify and mitigate any conflict of interest that are found.

The proposer must provide the following cost data with the proposal:

- Rate for service for a program audit either on a per facility basis or a per hour fee.
- Rate for service for technical assistance and/or “mini-audits” either on a per facility basis or a per hour fee.
- Evidence of the ability to obtain general liability insurance coverage in a minimum amount of \$500,000.

The contract will be a cost per facility or per hour unit rate with the City of Wichita and will be paid by the Alternative Correctional Housing facility owner or operator. The cost of service will not be a primary factor in the selection of an individual or firm.

VI. EVALUATION CRITERIA

Mandatory Elements

- The individual or firm adheres to the instructions of the Request for Proposal.
- The individual or firm identifies all subcontractors/consortiums.
- The firm has no major external quality control, regulatory or licensing deficiencies and has a record of quality work.

Technical Qualifications

(Maximum 55 points)

- The individual or firm has experience and expertise to carry out the project.
- The quality of the professional staff assigned to this project is commensurate with the project needs.

Approach

(Maximum 20 points)

- Adequacy of staffing and resources for this project are reasonable.
- Ability to provide services in a timely manner.

Price

(Maximum 25 points)

Oral Presentations

At its discretion, the City of Wichita through the Alternative Correctional Housing Advisory Board, may request one or all respondents to make an oral presentation during the evaluation process. Not all respondents may be asked to make an oral presentation.

Final Selection

The City of Wichita will select an individual or firm based upon the recommendation of the Alternative Correctional Housing Advisory Board.

Upon the selection of a proposal, the City will initiate contract negotiations with the selected proposer in an attempt to negotiate a mutually acceptable professional services agreement. If a mutually acceptable agreement cannot be reached, the City may choose to repeat this procedure with any other party submitting a qualified proposal.

Questions

If you have questions or concerns about this Proposal please contact the Project Manager, Kurt Schroeder, in the Office of Central Inspection at 268-4460. You may also email the Project Manager at kschroeder@wichita.gov.