

DIVISION OF ADMINISTRATIVE SERVICES**OFFICE OF BUSINESS SERVICES**

9838 Old Placerville Road, Suite B
Sacramento, CA 95827



April 1, 2026

TO: PROSPECTIVE PROPOSER**RE: REQUEST FOR PROPOSAL (RFP) NUMBER C5613147-D****SERVICE: SPECIALIZED TREATMENT FOR OPTIMIZED PROGRAMMING (STOP)****ADDENDUM NUMBER: 3**

This RFP package has been revised. You may view or download a copy of the revised RFP document(s) by accessing Cal eProcure at: <https://caleprocure.ca.gov/event/5225/0000037715>. The following is included in Addendum 3:

- A. The California Department of Corrections and Rehabilitation (CDCR) received questions for RFP C5613147-D. The questions and answers have been compiled, posted, and are attached.
- B. The Request for Proposal C5613147-D, Notice to Prospective Proposers, Addendum 2, has been revised and replaced.
- C. Exhibit A, Scope of Work, Addendum 1, has been revised and replaced.
- D. Exhibit A-1, Place Office Location, Addendum 1, has been revised and replaced.
- E. Exhibit B-1.1 – B-1.5, Budget Proposal Rate Sheet, Addendum 2, has been revised and replaced.
- F. Exhibit B-2, Budget Proposal Rate Sheet Summary, Addendum 2, has been revised and replaced.
- G. Attachment 2, Site and Funding Limit Requirements, Addendum 2, has been revised and replaced.
- H. Attachment 14, Scoring Criteria and Summary, Addendum 1, has been revised and replaced.

All other terms and conditions for this RFP remain the same.

Please utilize the updated documents provided in Addendum 3 of RFP C5613147-D within all proposal submissions.

If you have any questions or need assistance from this office, please do not hesitate to contact me at kelly.perri@cdcr.ca.gov.

Sincerely,

Kelly Perri

Kelly Perri
Contract Analyst
Service Contracts Section
Office of Business Services

DIVISION OF ADMINISTRATIVE SERVICES**OFFICE OF BUSINESS SERVICES**

9838 Old Placerville Road, Suite B
Sacramento, CA 95827



Specialized Treatment for Optimized Programming
RFP Number C5613147-D
Answers to Letters of Inquiry
Addendum 3

Inquiry 1: Inquiry Response #117 and #131 are in conflict. We believe that #131 is the appropriate response, but in #117 it effectively says that all subcontracted modality providers should have a business resume while #131 says the opposite. We believe that #131 is the correct response, because not only would it be impossible to get a business resume together for 100s of network providers across the State in a matter of days but it creates an unconscionable advantage for those that do not have a network and would be bidding on an area they don't currently control. It does make sense to have a business resume for non-modality subcontracted services, as described in #131.

Response 1: This information is in a standardized document that is used in all contracts. However, it is up to the discretion of DRP as to whether it will be required by subcontractors. For purposes of this RFP, the submission of a business résumé from subcontractors is not required. Refer to the RFP, Notice to Prospective Proposers, Page 11, Business Résumé; the language has been updated and included in Addendum 3.

Inquiry 2: Inquiry #130 indicates that a business resume is required (makes sense), but that it's included in the page count. This is inconsistent with the language in your Scoring Criteria and Summary (Page 1 of 12 of Attachment 14, Addendum 1, Section 2), which states, "Required supporting business documentation such as business licenses, certifications, **résumés [emphasis added]**, organizational charts, or other required forms specifically requested in this RFP, shall be provided as part of the proposal. Such documentation **shall not count [emphasis added]** toward the page limit requirement listed above for that item."

Response 2: Proposer's résumés are not included in the page count. Refer to Attachment 14, Scoring Criteria and Summary Specialized Treatment for Optimized Programming (STOP) General Proposal Response Requirements, number 2 Supporting Documentation; the language has been updated and included in Addendum 3.

Inquiry 3: You've now expanded Item 4 to go from 20 pages to 100 pages stemming from what appears to be an original question from a bidder indicating they have an 80-page policy. This is inconsistent with your addition Scoring Criteria and Summary (Page 1 of 12 of Attachment 14, Addendum 1), which added "Exceptions to this requirement would be policy and procedures." This should have remained at 20 pages, with clarification that you are expecting proposers to attach their operations manual, which is already included in the Bidders Checklist. For instance, our Operations Manual is over 500 pages, but because it's included in the checklist, you've asked for it here, and there is the exclusion in Page 1 of 12 of Attachment 14, Addendum 1, Section 2 related to policies and procedures, the expansion of pages appears to accommodate one bidder and creates unnecessary duplication of proposers having to try and fit their operations manual in 100 pages and then also attach it. We believe the original intent was to focus on responding to the original IKA's in Item 4 and then attach the Operations Manual, which is excluded from the Page Count.

Response 3: Information has been updated to clarify policy and procedures are not exempt from page limits. Any submission that exceeds the page limit may be disqualified. Refer to Attachment 14,

Scoring Criteria and Summary Specialized Treatment for Optimized Programming (STOP) General Proposal Response Requirements, number 2 Supporting Documentation; the language has been updated and included in Addendum 3.

Inquiry 4: Inquiry #118 relates back to a Placement Office Location form that the response indicates was updated, but the form continues to display information not relevant to a STOP placement office and appears to be a previously used form for an MCRP/FRCP or other treatment facility – i.e., the inclusion of gender and beds is not relevant.

Response 4: Refer to Exhibit A-1, Placement Office Location; the language has been updated and included in Addendum 3.

Inquiry 5: We also believe with the recent additions, further clarity is needed on the Items 2-3 and 5-9 or you will likely receive both a response within page limits describing the policies and then large attachments of the full policies and procedures because of the exemption now included in Page 1 of 12 of Attachment 14, Addendum 1 related to the inclusion of policies and procedures not applying to the page limits. We believe something like the following would clarify what we believe is the original intent.

1. Leave in the exception included in Page 1 of 12 of Attachment 14, Addendum 1.
2. Clarify the language in Items 2-9 to something like that following:
“The Proposer shall provide describe the policies and procedures describing for each IKA identified in this section and how each will be maintained, as described in this RFP. . .”

Response 5: Information has been updated to clarify policy and procedures are not exempt from page limits. Any submission that exceeds the page limit may be disqualified. Refer to Attachment 14, Scoring Criteria and Summary Specialized Treatment for Optimized Programming (STOP) General Proposal Response Requirements, number 2 Supporting Documentation; the language has been updated and included in Addendum 3.

Front Ends (Inquiries 6-7)

Inquiry 6: Referring to Project Introduction and Conditions – Facility Locations (Page 9 of 18), which requires proposers to identify and describe proposed service site locations and authorizes the State to incorporate listed facilities into Exhibit A, Scope of Work, please clarify whether proposals are expected to identify specific Returning Home Well Housing (RHWH) facility locations in Program Areas where RHWH funding is identified as not guaranteed. Additionally, if RHWH funding is not ultimately awarded or available in a given Program Area, please clarify how CDCR expects proposers to address facility location requirements for RHWH services in their proposals.

Response 6: Specific locations at the time of proposal submission are not required for any modality, but the network must be able to provide services if awarded. Refer to Exhibit A, Scope of Work, section I. Introduction.

Inquiry 7: Referring to Project Introduction and Conditions – Administrative Experience (Page 9 of 18), which states that the proposer shall have at least three (3) years of experience overseeing community-based organizations providing services to individuals transitioning from state incarceration, please clarify whether this three-year experience requirement constitutes a mandatory minimum qualification for proposal eligibility, or whether it is an evaluative criterion that may be considered as part of the proposal scoring and assessment process.

Response 7: The three-year experience requirement constitutes a mandatory minimum qualification for proposal eligibility. Refer to Exhibit A, Scope of Work, section IV. Organizational Qualifications, subsection A. Experience and Knowledge, paragraph 1.

Scope of Work (*Inquiries 8-28*)

Inquiry 8: Based on Exhibit A (Scope of Work), Section I – Based on the description of the STOP Placement Office, please clarify whether the Contractor is permitted to establish more than one Placement Office within a single contracted Program Area. If multiple Placement Offices are allowed, please clarify whether CDCR has expectations or limitations regarding the number, geographic distribution, staffing, or approval of additional Placement Office locations within the same Program Area.

Response 8: Yes, a single placement office must be identified.

Inquiry 9: Based on Exhibit A (Scope of Work), Section I, and the requirements related to the STOP Placement Office, please clarify whether a Contractor may utilize a Placement Office located in one contracted Program Area to perform placement, coordination, and related administrative functions for STOP participants whose services occur in a different Program Area. If permitted, please clarify whether there are any restrictions or approval requirements related to cross-Program Area use of Placement Offices.

Response 9: No, the placement office must be within the designated STOP area. Refer to Exhibit A, Scope of Work, section I. Introduction.

Inquiry 10: Based on Exhibit A (Scope of Work), Section II – General Information, including the Network of Community-Based Provider Facility Requirements, please clarify whether the policies and procedures described in this section are required to be fully developed and submitted at the time of proposal submission, or whether they may be finalized and provided upon contract award. Specifically, please confirm which policies and procedures are required for proposal responsiveness versus those that may be completed post-award.

Response 10: The Contractor shall provide finalized policies and procedures regarding the Community-Based Providers (CBPs) at the time of proposal submission. Refer to Exhibit A, Scope of Work, section VII. Network of Community-Based Provider Facility Requirements.

Inquiry 11: Based on Exhibit A (Scope of Work), including STOP responsibilities related to assessment, placement coordination, and continuity of care for individuals transitioning from incarceration to the community, please clarify whether CDCR will work collaboratively with the STOP contractor to identify service placements and establish Drug Medi-Cal (DMC) eligibility for individuals who are currently incarcerated. Specifically, does CDCR intend for DMC eligibility and benefit verification to be completed prior to release so that participants may transfer directly into treatment services upon release?

Response 11: CDCR does not currently have a mechanism to provide eligibility for Drug Medi-Cal (DMC) to STOP providers.

Inquiry 12: Based on Exhibit A (Scope of Work) and Exhibit B (Budget Details and Payment Provisions), including Category G – Returning Home Well Housing (RHWH), please clarify how housing needs should be addressed for STOP-referred clients who reside in counties where RHWH services do not exist or are not available. Specifically, is STOP expected to coordinate alternative

housing resources, place clients in counties where RHHW is available, or utilize other STOP-allowable services when RHHW is not an option?

Response 12: If RHHW services do not exist or are not available, the provider may seek Agent of Record (AOR) approval for relocation/referral to another modality on a case-by-case basis.

Inquiry 13: Regarding Returning Home Well Housing (RHHW), please clarify the current number of RHHW clients being served in each Program Area. Additionally, please provide CDCR's anticipated or projected number of RHHW clients expected to be served in each Program Area during each fiscal year of the Agreement, to assist bidders with planning, staffing, and coordination of housing resources.

Response 13: Refer to Attachment 2, Site and Funding Limit Requirements.

Inquiry 14: Based on Exhibit A (Scope of Work) and Exhibit B (Budget Details and Payment Provisions), including Category G – Returning Home Well Housing (RHHW), please clarify the anticipated volume of STOP participants expected to be referred to RHHW during each fiscal year. Specifically, does CDCR have an estimated number or percentage of STOP clients expected to utilize RHHW services by Program Area to assist bidders with planning, staffing, and coordination of housing resources?

Response 14: See response 13 above.

Inquiry 15: Referring to Exhibit A (Scope of Work), Section VII – Network of Community-Based Provider Facility Requirements, please clarify the extent of the Contractor's responsibility to provide or ensure training for Community-Based Providers (CBPs). Specifically, does CDCR expect the Contractor to directly deliver training to CBP staff, or is the Contractor's responsibility limited to verifying and documenting that CBP staff have received required training consistent with STOP program requirements and applicable licensing standards?

Response 15: Refer to Exhibit A, Scope of Work, section IX., subsection T. Community Partnerships; the language has been updated and included in Addendum 3.

Inquiry 16: Referring to Exhibit A (Scope of Work), including Section VII – Network of Community-Based Provider Facility Requirements, and Section IX – Service Modalities, including Category G – Returning Home Well Housing (RHHW), please clarify how Medi-Cal-funded RHHW services are expected to operate in multi-county Program Areas, given that Medi-Cal eligibility and funding are county-specific. Specifically, if a Program Area includes multiple counties but has only one identified RHHW facility, how does CDCR anticipate Medi-Cal funding being utilized for RHHW placements involving participants whose county of origin differs from the county in which the RHHW facility is located? Additionally, please clarify whether Contractors or Community-Based Providers are expected to establish and operate multiple RHHW facilities within a multi-county Program Area to accommodate county-specific Medi-Cal funding requirements.

Response 16: RHHW is funded on a limited term basis via General Fund and is not a reimbursement. STOP funded services shall not duplicate Medi-Cal/DMC reimbursable services. Refer to Exhibit A. Scope of Work, section VI. STOP Placement Office Requirements, subsection F. Referral.

Inquiry 17: Referring to Exhibit A (Scope of Work), Section IX.T – Community Partnerships, which states that "the Contractor shall provide access to and/or training on existing programs/services," please clarify the nature and scope of the training the Contractor is required to provide to community

partners. Specifically, does this requirement contemplate general program orientation and informational briefings regarding STOP services and referral processes, or does CDCR expect the Contractor to deliver formal or ongoing training curricula to community partner agencies? Additionally, please clarify whether this training is intended to be provided to Community-Based Providers only, or more broadly to other community agencies and partners referenced in this section.

Response 17: See response 15 above.

Inquiry 18: Referring to Exhibit A (Scope of Work), Section X.C – Staffing Plan, which requires bidders to identify both full-time and part-time staff and their time allocation to the STOP program, and Exhibit B (Budget Proposal Rate Sheets and Budget Proposal Rate Sheet Summary), please clarify where bidders should include positions that support STOP operations but are not explicitly identified as required STOP Placement Office key staff positions. Specifically, should such positions be reflected within the Personnel sections of the applicable Exhibit B Budget Rate Sheets (e.g., A.1 Salaried Positions or A.2 Hourly Positions), or elsewhere within Exhibit B-2, the Budget Proposal Rate Sheet Summary?

Response 18: Yes, billable positions shall be included in the personnel sections, refer to Exhibit B 1.1-B-1.5 Budget Proposal Rate Sheet, sections A.1 and A.2. A cost allocation plan must be provided upon contract execution for shared resources.

Inquiry 19: Based on Exhibit A (Scope of Work), Section X. Personnel, which requires the Contractor to provide staff for the overall administration of the program, and Exhibit B (Budget Proposal Rate Sheets), please clarify whether the Contractor may include senior administrative or oversight positions (e.g., Regional Manager, Vice President, or similar executive leadership roles) in the Personnel (Salary Positions) section of the Budget Proposal Rate Sheets when such positions support overall program administration and contract compliance. Additionally, if a Contractor is awarded multiple Program Areas under this RFP, please clarify whether such administrative or oversight positions may be allocated proportionally across Program Areas (e.g., 0.5 FTE charged to each of two Program Areas), provided the total allocation does not exceed 1.0 FTE and is supported by the Contractor's staffing plan and cost allocation methodology.

Response 19: See response 18 above.

Inquiry 20: Based on Exhibit A (Scope of Work), including STOP responsibilities related to participant assessment, placement coordination, and continuity of care, please clarify the process for Drug Medi-Cal (DMC) eligibility when a STOP-referred client requires residential treatment in a county where DMC services are available, but originates from a county where DMC residential services do not exist. Specifically, who is responsible for initiating and coordinating any required inter-county Medi-Cal transfer or eligibility update: the STOP contractor, the Community-Based Provider, CDCR, or the receiving county?

Response 20: If a Medi-Cal transfer is required, the STOP contractor is required to assist the participant in initiating the transfer request with the appropriate county agencies. If DMC services are not available or are delayed by the transfer request, services may be provided by STOP.

Inquiry 21: Based on Exhibit A (Scope of Work), Section V.A. Operating Hours (and Section VI.), which states that "The Contractor shall maintain operating hours that allow for twenty-four (24) hour oversight of the CBP network while also facilitating referrals, placements, transportation, and contact with CDCR," please clarify whether the required 24-hour oversight may be satisfied through an after-hours call management solution (e.g., a contracted answering or call-routing service) with escalation

protocols to on-call staff, or whether CDCR requires direct staffing by Contractor personnel who are on-call and available to receive and respond to calls after normal business hours.

Response 21: CDCR requires staffing by Contractor personnel who are on-call, available, and under the direct employment of the awarded contractor to receive and respond to calls after normal business hours.

Inquiry 22: In many counties, referrals to Drug Medi-Cal (DMC)–funded treatment providers are required to flow through a county-operated central placement or access team. Based on Exhibit A (Scope of Work), the STOP Placement Office appears to function as the central assessment and referral entity for clients referred by CDCR and DAPO. Please clarify how referrals originating from CDCR through the STOP contractor are to be transmitted to Community-Based Providers, for DMC-funded services, and whether STOP referrals are intended to bypass county central placement processes or be coordinated with county placement requirements.

Response 22: STOP funded services shall not duplicate Medi-Cal/DMC reimbursable services. Refer to Exhibit A. Scope of Work, section VI. STOP Placement Office Requirements, subsection F. Referral.

Inquiry 23: Based on Exhibit A (Scope of Work) and the associated reporting requirements, please clarify whether subcontractors are required to comply with STOP program requirements, including reporting and ARMS submission, for clients who are referred through STOP but whose treatment services are funded through Drug Medi-Cal (DMC). Alternatively, do STOP reporting and compliance requirements apply only when a subcontractor is providing services that are funded by STOP?

Response 23: Yes, subcontractors must comply with all STOP program requirements and compliance requirements apply only when a subcontractor is providing services that are funded by STOP.

Inquiry 24: Please clarify what, if any, STOP program reporting requirements apply to clients whose services are funded solely through Drug Medi-Cal (DMC) and who are not receiving STOP-funded services.

Response 24: STOP reporting and compliance requirements apply only when a subcontractor is providing services that are funded by STOP.

Inquiry 25: Please clarify whether Community-Based Providers are required to use ARMS or comply with STOP reporting requirements for clients who are referred through STOP but whose treatment services are funded solely through Drug Medi-Cal (DMC), with no STOP funds used for service delivery.

Response 25: See response 24 above.

Inquiry 26: Based on Exhibit A (Scope of Work) and Exhibit B (Budget Details and Payment Provisions), including the Service Modalities structure and Community-Based Provider Modality Cost Sheets, it appears that CDCR intends for STOP participants to be referred to Drug Medi-Cal (DMC)–funded treatment services when eligible, with STOP funding used only when DMC benefits are exhausted, unavailable, or when required services are not DMC-reimbursable. Please confirm whether this interpretation is correct and whether STOP funding is intended to function as a payer of last resort for treatment services.

Response 26: CDCR expects the STOP provider to assess each participant and refer the participant to the program(s) or service(s) that meet the participant's assessed need(s). A DMC referral should be utilized when feasible, available, and appropriate; however, a STOP referral can supersede a DMC referral in circumstances where DMC cannot meet the assessed needs of the participant.

Inquiry 27: M. CBP Key Staff Positions: Regarding the key staff positions listed for Community-Based Providers (CBPs), this section appears to identify a limited set of roles. However, many CBPs customarily include additional operational positions not reflected in this list (e.g., drivers for participant transportation, Client Services Assistants, or similar support roles). Please clarify whether bidders may propose and budget for additional CBP staff positions beyond those explicitly identified in this section, as necessary to support program operations.

Response 27: See response 18 above.

Inquiry 28: M. CBP Key Staff Positions: DHCS-licensed residential and outpatient programs typically deliver cognitive-behavioral interventions, employment readiness, and related services through licensed or certified AOD Counselor I and II positions. The RFP references roles such as CBT Facilitators and Job Developers. Please clarify whether, for a CBP to qualify as a STOP subcontractor, these roles must be provided as distinct positions, or whether bidders may demonstrate that the required services will be delivered by other qualified key staff consistent with DHCS licensing and scope-of-practice requirements.

Response 28: Refer to Exhibit A. SOW, section X. Personnel, subsection M. CBP Key Staff Positions.

Exhibit B-1 & B-2 – Budget Rate Sheets & Budget Proposal Rate Sheet Summary (Exhibit B-1)
(Inquiries 29-33)

Inquiry 29: Regarding Returning Home Well Housing (RHWH), please clarify whether the RHWH line item cost is included in the calculation of allowable indirect or administrative costs (including any for-profit indirect limitations), or whether RHWH costs are excluded from the indirect cost base.

Response 29: RHWH is excluded from the indirect costs base. Service modalities, including RHWH, are not direct expenses. Refer to Exhibit B-1.1-B-1.5, Section G.

Inquiry 30: Category B: Regarding Exhibit B-1 (Budget Proposal Rate Sheets), Section B, "Subcontractors Costs (Excluding Section F. Service Modalities and Section G. RHWH)," bidders are instructed to list "Subcontracted Service Type," followed by "Total Subcontractors Costs (B)." Please clarify whether bidders are required to itemize and list individual subcontractor costs by subcontractor or service type within this section, or whether bidders may report a single aggregated total amount for all subcontracted services under Category B.

Response 30: Proposers are required to itemize subcontractor costs by service type. Proposal submissions shall not include specific contractor business names.

Inquiry 31: Category G – RHWH (Returning Home Well Housing) is shown as a CDCR-established amount on the fiscal year rate sheets. Please confirm whether this Category G amount is to be included in each fiscal year's total cost and rolled up into Exhibit B-2, the Budget Proposal Rate Sheet Summary, or whether it should be excluded from the bidder's total bid amount.

Response 31: CDCR has identified a set RHHW amount by STOP program area and this information should not be modified within the bid submission. Refer to Attachment 2, Site and Funding Limit Requirements.

Inquiry 32: Based on Exhibit B, Budget Proposal Rate Sheets, which state that “all required positions must be full-time” and that full-time hourly positions must be budgeted at 2,080 hours per year, please clarify whether a Contractor may include full-time staff whose total employment is full-time but whose time is allocated across multiple STOP Program Areas. For example, may a full-time Human Resources representative allocate 0.25 FTE of their time to a single Program Area, with the remaining time allocated to other Program Areas or programs, and reflect only the proportional cost attributable to that Program Area within Section A.2 – Personnel (Hourly Positions) of the Budget Proposal Rate Sheet?

Response 32: A non-required position can be shared across multiple contracts. These positions can be full-time or part-time. The percentage of time dedicated to each contract must be entered into the Exhibit B 1.1- B-1.5 Budget Proposal Rate Sheet and any shared positions must be listed on a cost allocation plan that supports how the percentage of time on the project was calculated.

Inquiry 33: Regarding Exhibit B-2, Budget Proposal Rate Sheet Summary, please clarify whether CDCR will provide this exhibit in an editable Excel format, or whether bidders are expected to recreate the form for submission based on the PDF version included in the RFP.

Response 33: Refer to Exhibit B-2, Budget Proposal Rate Sheet Summary, included in Addendum 3.

Exhibit D (Inquiry 34)

Inquiry 34: Regarding Section 39 (Project Manager), the RFP requires the Contractor to designate a Project Manager responsible for ensuring compliance with the terms, conditions, and provisions of the Agreement. Please clarify whether CDCR expects bidders to include this required Project Manager position as a line item within the PERSONNEL (Placement Office) – Salary Positions section of the Budget Rate Sheets, or whether this role is expected to be covered elsewhere in the proposed budget.

Response 34: The Project Manager as described in Exhibit D may be selected from existing required key staff positions and does not have to be a separate position for project management alone. Billable positions shall be included in the personnel sections. Refer to Exhibit B-1.1-B-1.5, Budget Proposal Rate Sheet, Sections A.1 and A.2.

Attachment 14 RFP Scoring Criteria and Summary (Inquiry 35)

Inquiry 35: Based on Attachment 14 (RFP Scoring Criteria and Summary) and Exhibit B-2 (Budget Proposal Rate Sheet Summary), we understand that the two one-year optional terms are included in the Total Cost reflected in Exhibit B-2. Please clarify, however, whether CDCR will evaluate and score proposals based solely on the three-year base term of the Agreement, or whether the two one-year optional terms will also be included in the scoring and evaluation process.

Response 35: The two one-year optional terms will be included in the scoring and evaluation process.

Inquiry 36: ITEM 4. STOP Placement Requirements went from a 20-page limit to a 100-page limit. Although this is a narrative section of the proposal, it requests an operations manual. May we submit a proposal narrative to IKA's 1-10 in this section and reference the operations manual as an attachment?

Response 36: See response 3 above.

Inquiry 37: There appear to be some discrepancies in the responses related to the required Business Resume. Can you please clarify?

- a. **Revised RFP page 13:** If the proposer intends to subcontract any of the required services, the proposal shall include a business résumé for the proposed subcontractor(s) as well.
- b. **Response 117:** Yes, existing or anticipated Community-Based Providers count as subcontractors for this requirement.
- c. **Response 131:** No, for the purposes of STOP, business résumés are only required for subcontractors listed in Exhibit B-1.1 through B-1.5 Budget Proposal Rate Sheet, Category B.
- d. **Response 165:** A Business Resume is required for the Proposer/Contractor and each proposed Subcontractor.

Response 37: Response a-d. See response 1 above.

Inquiry 38: Our agency is an incumbent STOP provider. We have a small contract for professional services for database programming, which is not a required service in the RFP, nor is it a service provided directly to clients or CBPs. However, this cost is listed in the "subcontractors" lines of Exhibits B-1.1 through B-1.5. Do we need to include this in our Business Resume and Bidder Declaration (GSPD-05-105)?

Response 38: Yes, this information must be included in the Business Résumé and Bidder Declaration (GSPD-05-105).

Inquiry 39: Please confirm that for the scoring of the budget, the **TOTAL BID AMOUNT (Basis of Award)**, which comprises the years FY2026/27, FY2027/28, FY2028/29 will be used? The evaluation of the budget does not specify if the **TOTAL BID AMOUNT (Basis of Award)** or the **TOTAL AMOUNT**, which comprises the years FY2026/27, FY2027/28, FY2028/29 plus the two Optional Years (FY2029/30 and FY2030/31) will be used for evaluation purposes.

Response 39: See response 35 above; additionally Exhibit B-2, Budget Proposal Rate Sheet Summary has been updated and is included in Addendum 3.

Inquiry 40: Frequency of Services (RFP page 45) states: Participants' programming hours may vary from week to week but shall average **twenty (20) hours per week** over the duration of the participant's stay. Participants shall be actively engaged in programming at least five (5) days per week; however, programming activities should be scheduled across at least six (6) days per week. There shall be a minimum of twenty (20) hours per week of face-to-face individual and group sessions for each participant. In addition, **there shall be a minimum of six (6) hours per week of supplemental face-to-face individual and group activities**; this may include participation in activities such as a 12-step self-help group. Medical appointments and health and wellness activities may count toward the additional six (6) hours.

Participants who are employed may reduce the amount of required programming hours in accordance with their hours worked. For every verifiable hour of employment, the participant may reduce programming hours by fifteen (15) minutes. Working hours must be verified (e.g. timesheet, paystub, etc.) and documented in the participant's file. Participants must be enrolled and participate in a **minimum of twenty-one (21) programming hours per week**, which shall consist of 80 percent face-to-face individual and group sessions and twenty (20) percent supplemental face-to-face individual and group activities.

We believe this should read **26 hours** instead of programming. Is that right?

Response 40: Refer to Exhibit A Scope of Work, section IX, subsection B. Frequency of Services (LSUDT and FOTEP only); the language has been updated and included in Addendum 3.

Inquiry 41: Is the funding of the FOTEP modality a requirement for Regions that don't have FOTEP beds?

Response 41: Yes, the awarded contractor must have the funds available to provide FOTEP services if needed.

Inquiry 42: Is there a minimum number of beds per month that need to be funded in the FOTEP modality as a requirement of the STOP RFP?

Response 42: No, however, the Contractor is expected to maintain flexibility within the program network to adapt to fluctuations in participant needs.

Inquiry 43: For outpatient services, how many sessions per week are required to count an outpatient client in the Daily Capacity count?

Response 43: There is no minimum session requirement, as outpatient services are determined based on assessed need.

REQUEST FOR PROPOSAL SECONDARY METHOD



**Division of Administrative Services
Office of Business Services
Contracts Management Branch**

Updated: October 2025



STATE OF CALIFORNIA
DEPARTMENT OF CORRECTIONS AND REHABILITATION
CONTRACTS MANAGEMENT BRANCH



4/1/2026

REQUEST FOR PROPOSAL (RFP)
NOTICE TO PROSPECTIVE PROPOSERS
Specialized Treatment for Optimized Programming (STOP) Services
RFP NUMBER C5613147-D

RFP MUST BE SUBMITTED ELECTRONICALLY

Please see the RFP Submittal Process instructions below for CDCR's new electronic proposal submission procedures.

You are invited to review and respond to this RFP C5613147-D, titled Specialized Treatment for Optimized Programming (STOP). In submitting your proposal, you shall comply with the instructions found herein. In addition to those programs and preferences that are specified in this solicitation, Prospective Contractors are encouraged to consider programs and preferences that are available, such as those for the use of small businesses, disadvantaged businesses, disabled veteran businesses, and other businesses covered by State and Federal programs and preferences.

As required by Government Code 14838, the California Department of Corrections and Rehabilitation (CDCR) is required to meet the State's twenty-five percent (25%) Small Business (SB) participation requirement. Certified SBs and micro-businesses (MB) are encouraged to submit bids. See Small Business Preference Program Section, in this RFP for requirements.

The designated contact person for this RFP is:

Contract Analyst: Kelly Perri
California Department of Corrections and Rehabilitation
Email address: kelly.perri@cdcr.ca.gov
Phone: (279) 210-3715

Please note that no verbal information given will be binding upon CDCR unless such information is issued in writing as an official addendum.

Technical questions regarding this solicitation will be addressed in writing and accordance with the Questions and Answers portion of this RFP. See Letters of Inquiry Section for more details.

Sincerely,

Kelly Perri

Kelly Perri
Contract Analyst
Service Contracts Section

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RFP PACKAGE OVERVIEW

This RFP package contains the following documents (except as otherwise indicated).

Please note that you **must** comply with the requirements contained in **all** documents.

- Proposal Submittal Checklist
- Bidder Acknowledgment/Certification (OBS 300)
- Sample Standard Agreement (STD 213)
- Scope of Work (Exhibit A)
- Placement Office Location (Exhibit A-1)
- Budget Details and Payment Provisions (Exhibit B)
- Line Item Budget Guide (Exhibit B-1)
- Budget Proposal Rate Sheet (Exhibit B-1.1 through B-1.5)
Electronically downloaded proposal package includes an Excel spreadsheet file in addition to the PDF version.
- Budget Proposal Rate Sheet Summary (Exhibit B-2)
- Non-Expendable Equipment (Exhibit B-3)
- Provider Directory Information Sheet (Exhibit B-4)
- General Terms and Conditions (Exhibit C)
This document is incorporated in this proposal package by reference only and is available on the Internet at Standard Contract Language for Non-IT Services - GTC 02/2025.
- Special Terms and Conditions (Exhibit D)
- Business Associates Agreement (HIPAA) (Exhibit E)
- CDCR 2301 PREA Policy Information for Volunteers and Contractors (Exhibit F)
- ARMS Data Sharing Security Agreement (Exhibit G)
- STOP Program Areas (Attachment 1)
- Site and Funding Limit Requirements (Attachment 2)
- Activity Report (Attachment 3)
- Data Requirements and Reporting Timeframes (Attachment 4)
- Community-Based Provider Modality Cost Sheet- Licensed Residential Treatment (LSUDT/LRT) (Attachment 5)

- Residential Modality Cost Sheet (Attachment 6)
- Outpatient Modality Cost Sheet (Attachment 7)
- Community-Based Provider Modality Cost Sheet- Non-SUD Outpatient Treatment Services (OOP/OPNS) (Attachment 8)
- Community-Based Provider Modality Cost Sheet- Female Offender and Employment Program (FOTEP) (Attachment 9)
- Community-Based Provider Modality Cost Sheet- SUD Outpatient Treatment Services (CSUTD/OPS) (Attachment 10)
- Housing First (Attachment 11)
- Background Security Clearance Application (Attachment 12)
- No Longer Interested Notification (Attachment 13)
- Scoring Criteria and Summary – Specialized Treatment for Optimized Programming (STOP) (Attachment 14)
- Site Inspection (Attachment 15)
- Curriculum Change Request Form (Attachment 16)
- Contractor Certification Clauses (CCC-04/2017)
- Payee Data Record (STD 204)
- Payee Data Record Supplement (STD 205)
- Supplement Vendor Payee Data Record Form
- Darfur Contracting Act (OBS 1500)
- Iran Contracting Act (OBS 1502)
- California Civil Rights Laws Certification (OBS 1510)
- Generative Artificial Intelligence (GenAI) Reporting and Factsheet (OBS 1000)
- Sample Certificate of Insurance
- Bidder Declaration (GSPD-05-105)
- Non-Small Business Preference Request and Subcontractor Acknowledgement (OBS 555)
- California DVBE Bid Incentive Instructions
- Disabled Veteran Business Enterprise Declarations (DGS PD 843)
- DVBE Bid Incentive Request and Acknowledgement (OBS 554)

- Target Area Contract Preference Act (STD 830)
- Bidder's Summary (DGS/PD 526)
- Proposer's References

PROJECT INTRODUCTION AND CONDITIONS

BACKGROUND STATEMENT

The CDCR, Division of Rehabilitative Programs (DRP) has established STOP to reduce recidivism and increase public safety through effective community reintegration.

PROBLEM STATEMENT

The CDCR has determined that STOP services will assist in the effort to reduce recidivism rates among supervised individuals and increase public safety by providing evidence-based programming in the areas of substance abuse treatment, anger management, criminal thinking, family relationships, employment, education/literacy and life skills.

PROGRAM GOALS AND OBJECTIVES

The goal of the STOP is to establish and oversee a network of Community-Based Providers that provide comprehensive services to the participant population, during their transition into the community in order to support a successful reentry. The CDCR, DRP has developed reentry strategies that target incarcerated persons who are nearing their release with SUD treatment, enhanced academic and vocational programs, and pre-employment transitional services. The CDCR, DRP is extending this network of reentry services.

CONTRACT TERM

The term of the Agreement(s) resulting from this RFP shall be approximately three (3) years with two (2) optional one (1) year terms, and is expected to begin July 1, 2027.

CDCR reserves the right to amend the term of any Agreement as needs arise.

PROJECTED TIMETABLE

The following dates are set forth for informational and planning purposes only and are subject to change.

RFP Available to Prospective Proposers	January 9, 2026
Letters of Inquiry Submission Date	April 17, 2026 by 5:00 PM
Request for Access to Vendor RFP Upload Portal	June 19, 2026 by 5:00 PM
Proposal Submission	June 29, 2026 by 11:00 AM
Anticipated Date for Commencement of Services	July 1, 2027
Term End Date of Agreement	June 30, 2030

FUNDING

Subject to the availability of funds and approval by the Department, there is a current maximum budget of \$51,720,0555.00 for Program Area 1, \$59,304,065.00 for Program Area 2, \$66,941,972.00 for Program Area 3, \$66,318,834.00 for Program Area 4, \$111,423,879.00 for Program Area 5, and \$50,607,074.00 for Program Area 6 (excluding optional year terms and Returning Home Well Housing funding.) Refer to Attachment 2, Site and Funding Limit Requirements, for a breakdown of funding maximums for each fiscal year by Program Area. Any proposal exceeding the maximum funding threshold will be disqualified.

PROPOSER QUALIFICATIONS AND LICENSING REQUIREMENTS

Proposer qualifications and licensing requirements (if any) are specified below and/or in Exhibit A. Unless otherwise stated, the proposer shall meet all qualifications and licensing requirements at the time of the proposal submission.

PROHIBITION ON TAX DELINQUENTS

Persons or companies identified as the largest tax delinquents by the Franchise Tax Board (FTB) or the Board of Equalization (BOE) under authority of Sections 7063 or 19195 of the Revenue and Taxation Code, shall be disqualified from the bidding process.

Pursuant to PCC §10295.4, contracts are void and unenforceable if a Contractor is included on tax delinquency lists.

(a) Notwithstanding any other law, a state agency shall not enter into any contract for the acquisition of goods or services with a contractor whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Any contract entered into in violation of this subdivision is void and unenforceable.

(b) This section shall apply to any contract executed on or after July 1, 2012.

PROPOSER RESPONSIBILITIES AND THE RFP PACKAGE

Proposers are solely responsible for understanding the scope of work and all requirements, terms, conditions, evaluation criteria, etc., before submitting a proposal. If the language is unclear or ambiguous, it is the proposer's responsibility to request clarification or assistance through the LOI process. Please note that no verbal information will be binding upon the State unless the State issues such information in writing as an official addendum. If the RFP is modified prior to the final proposal submission date, the State will issue an addendum that will be posted on the Cal eProcure website.

All costs resulting from the proposer's participation in the RFP process are at the proposer's expense.

No costs incurred by the proposer for participating in the RFP process will be reimbursed by CDCR.

PROPOSAL ELEMENTS

COVER LETTER

A cover letter shall be signed by an individual authorized to bind the proposer and shall indicate that person's title or position. The cover letter must be on the proposer's company letterhead and contain the following information:

- A. Name and address of the proposer submitting qualifications;
- B. Proposer's headquarters for purposes of this Agreement, if awarded;
- C. Name, telephone number, and e-mail address of a person who can be contacted if further information is required;
- D. Name, title, address, telephone number, and e-mail address of individual(s) with authority to negotiate and execute a binding Agreement on behalf of the proposer;
- E. Statement that personnel who will provide services under the Agreement will have the required certifications and that proposer will have qualified personnel available to meet the service needs;
- F. Statement stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC§10286;

- G. Office of Small Business and Disabled Veteran Business Enterprise Certification Services (OSDS) Reference number issued to the certified SB/MB by the Department of General Services (if applicable);
- H. Date of establishment;
- I. History;
- J. Location; and
- K. Any known conflicts of interest.

TABLE OF CONTENTS

The information must be organized as presented with corresponding page references.

GENERAL APPROACH SUMMARY

The proposal shall include a brief overview of the project and summarize the Proposer's overall approach to the work. The summary should be no more than fifteen (15) pages.

METHODOLOGY

The proposal must include a work plan describing the methods to be employed to accomplish the project objectives. The methodology must be described in sufficient detail to allow CDCR staff to evaluate the methods and must address all tasks and items in the Exhibit A, Scope of Work.

The proposal must describe how the objectives will be met and the methods the proposer will use. The description must include not only what work will be performed, but how it will be performed.

The tasks described in Exhibit A, Scope of Work outline a general approach for meeting the project objectives; however, alternative approaches for some or all of the tasks may be proposed if they meet or exceed the project objectives.

Refer to the RFP Scoring Criteria, Attachment 14, for the objectives requiring the proposer's methodology and the number of points associated with each objective.

BUDGET PROPOSAL

The budget proposal must specify the total cost and include detailed project costs, as required in the budget proposal.

The SB and DVBE commitments must be identified, by dollar amount, and included in the budget proposal.

The costs identified, should take into consideration the length of the contract, rise in salaries and administrative overhead costs.

The amount identified on the budget proposal may not be changed and will remain in effect for the term of the Agreement.

Proposer shall provide rate(s) on the Budget Proposal Rate Sheet (Exhibit B-1.1 through B-1.5). Proposer shall set forth rates in clear, legible figures in the spaces provided in the Budget Proposal (Exhibit B-1.1 through B-1.5.) Failure to provide the required rates shall be cause for rejection of your proposal.

NOTE:

1. Any quantities listed on the Budget Proposal Rate Sheet (Exhibit B-1.1 through B-1.5) are CDCR's estimates only and are offered as a basis for the comparison of bids. The State does not expressly or by implication agree that the actual amount of work will correspond therewith and reserves the right to omit portions of the work as may be deemed necessary or advisable by the State.

2. In the case of a discrepancy between the Unit Price (e.g., Hourly Rate, Cost per Service) and Item Total (e.g., Hourly Rate x Hours Worked = Item Total), the Unit Price shall prevail. However, if the Unit Price figure is ambiguous, illegible, uncertain, or is omitted, the Item Total shall be divided by the estimated usage (e.g., Hours Worked) to determine the Unit Price. In the case of a discrepancy between the Basis of Award and the sum of the Item Totals, the sum of the Item Totals shall prevail.
3. The amount of the total proposal will be rounded up to the nearest whole dollar when the Agreement documents resulting from this proposal are prepared.

All required documents listed in the Proposal Submittal Checklist must be included within the proposal. No proposal will be considered unless it is submitted with the CDCR Bidder Acknowledgement/Certification form (OBS 300) and Exhibit B-1.1 through B-1.5, Budget Proposal Rate Sheet and is in conformance with the submission requirements of this RFP. Additionally, a signed copy and all pages of the Contractor Certification Clauses (CCC-04/2017) must be submitted to CDCR with the completed proposal. The State reserves the right to request clarification of any documents included with this RFP.

The proposal must be for the entire activity described herein. The State does not accept alternate contract language from a prospective Contractor. A proposal with such language will be considered a counter proposal and will be rejected. Additionally, proposals may be rejected if the proposal shows any alterations of form, additions not called for, a conditioned or incomplete bid, or erasures and/or irregularities of any kind. Any proposal amounts changed after the amounts are originally inserted **MUST** be initialed through DocuSign by the proposer.

FACILITY LOCATIONS

Proposers providing facilities for their services must specify the complete address of the facility where the services will be performed in the appropriate section on the Bidder Acknowledgement/Certification form (OBS 300) in the spaces provided.

The proposer hereby authorizes the State to insert the Proposer's facility as listed in the OBS 300 into the contract Exhibit A, Scope of Work.

The proposer shall identify and describe the proposed site locations for the Specialized Treatment for Optimized Programming service. In addition, the proposer should make a case for how the location will complement the services provided. The proposer shall include a Google ® map of the area or other documentation that supports the description provided.

ADMINISTRATIVE EXPERIENCE

The proposer shall be an organization that has had at least three (3) years of experience with overseeing community-based organizations that provide services to individuals transitioning from state incarceration. The organization is defined as the entity identified on the STD 204, Payee Data Record, and is directly responsible for delivery of services. Administrative experience should include all administrative functions of a project, including fiscal, accounting, budgeting, personnel, contract and/or grant management. The proposer must have the experience, qualifications, and resources to perform the required tasks of the service.

The CDCR reserves the right to verify a proposer's claimed experience, education, and references and/or commitment required in a proposal element. In the event that any data is found to be inaccurate or false, the CDCR will have the right to disqualify the proposer from the RFP process and/or to deduct the specified points allocated for the data.

BUSINESS RÉSUMÉ

The proposal shall include a business résumé describing the proposer's business experience in providing Specialized Treatment for Optimized Programming services to incarcerated individuals who are nearing their release. The résumé must include a description of the resources to be used on the project while demonstrating an individual or team members' abilities to perform the work.

PROPOSER'S REFERENCES

The proposal shall include a minimum of three (3) verifiable references from contracting partners or other entities that support the proposer's qualifications to perform the work listed in this RFP. The references should address:

1. Type of service(s) provided;
2. The term of the contract;
3. If the services were provided satisfactorily;
4. How the proposer responded to reviews or other audits; and
5. Whether any sanctions were taken against the proposer.

CDCR reserves the right to seek references in addition to the client references provided by the proposer, as it deems necessary.

If a reference or project experience is unable to be verified, it will be disregarded.

Failure to submit required documentation may result in the rejection of your proposal.

RFP SUBMITTAL PROCESS

If the proposer submits multiple proposals to be located on different sites from each other (geographically non-contiguous), each proposal is required to be completed and submitted separately. For evaluation purposes, each proposal will be considered stand alone.

Proposers must request access to the Vendor RFP Upload Portal, via email at CDCR-CMB-Non-IT-Service-Bids@cdcr.ca.gov, no later than the time and date specified in the Projected Timetable, as shown on page six (6) of this RFP. The CDCR will respond to your access request via email with a link to the Vendor RFP Upload Portal. Please allow two (2) business days for a response.

The subject line of the email must be titled:

ACCESS REQUEST FOR RFP C5613147-D FOR STOP SERVICES IN PROGRAM AREA: _

The body of the email request must only contain the following:

RFP NUMBER: C5613147-D
STOP PROGRAM AREA:
ATTENTION: Kelly Perri
COMPANY NAME:
NAME(S) AND EMAIL ADDRESS(ES) OF STAFF REQUESTING ACCESS:

(See Sample Below)

 Send	To	cdcr-cmb-non-it-service-bids@cdcr.ca.gov
	Cc	
Subject ACCESS REQUEST FOR RFP C5613147-D FOR STOP SERVICES IN PROGRAM AREA: _		

RFP NUMBER: C5613147-D
STOP PROGRAM AREA:
ATTENTION: Kelly Perri
COMPANY NAME:
NAME(S) AND EMAIL ADDRESS(ES) OF STAFF REQUESTING ACCESS:

Proposals must be submitted electronically via the link provided, to the Vendor RFP Upload Portal, and include all required proposal submission documents in one clear, legible Portable Document Format (PDF). Proposals must be fully responsive and lack any deficiency.

A new access request is required for each submission. Proposers will not be able to submit a proposal via a previously granted link. Each access link granted is unique to the specific submission.

In submitting a proposal, the proposer accepts the terms and conditions expressed herein. Costs incurred for developing proposals and in anticipation of award of the Agreement are the responsibility of the proposer and shall not be charged to the State. Only an individual who is legally authorized to bind the proposing firm contractually shall sign all documents requiring a signature, and each document must bear one of the following: DocuSign, or Adobe Acrobat Sign signature, or a scanned document of an original ink signature. An unsigned proposal may be rejected.

A proposer may modify a proposal after its submission by withdrawing the original or prior proposal and resubmitting a new proposal prior to the proposal submission deadline. A proposal may be withdrawn from consideration by submitting a written withdrawal request to CDCR, via email at CDcr-CMB-Non-IT-Service-Bids@cdcr.ca.gov, from the proposer or an authorized agent. Proposal modifications offered in any other manner, oral or written, will not be considered.

All documents submitted in response to this RFP will become the property of the State and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.

LETTERS OF INQUIRY

The purpose of these letters is to provide proposers the opportunity to ask questions and/or provide feedback to CDCR on the specifics of the RFP and/or DVBE requirements. While some input may be incorporated into the RFP, remarks and explanations submitted may not necessarily change provisions of the RFP. Any modifications to the RFP as a result of these inquiries will be documented by an addendum and forwarded to all proposers.

Any letters of inquiry must be submitted by email to allow CDCR time to research and prepare a response. Submit your letter of inquiry by the date specified in the Projected Timetable Section of this RFP directly to Kelly Perri, Contracts Management Branch, by E-mail: kelly.perri@cdcr.ca.gov. Inquiries received after this date will only be addressed at CDCR's discretion.

EXECUTIVE ORDER N-6-22 – RUSSIAN SANCTIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. By submitting a bid or proposal, Contractor represents that it is not a target of Economic Sanctions. Should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Contractor’s bid/proposal any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI) DISCLOSURE

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

Proposer / Offeror must notify the State in writing if it: (1) intends to provide GenAI as a deliverable to the State; or (2), intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts: (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term “materially impacts” shall have the meaning set forth in State Administrative Manual (SAM) § 4986.2 Definitions for GenAI.

Failure to report GenAI to the State may result in disqualification. The State reserves its right to seek any and all relief to which it may be entitled to as a result of such non-disclosure.

Upon notification by a Proposer / Offeror of GenAI as required, the State reserves the right to incorporate GenAI Special Provisions into the final contract or reject proposals that present an unacceptable level of risk to the State.

Government Code 11549.64 defines “Generative Artificial Intelligence (GenAI)” as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system’s training data.

EVALUATION AND AWARD

CDCR will perform a Pre-Qualification Evaluation to ensure that the proposer has included all required documentation in the proposal submittal.

If a proposal package does not meet all of the requirements set forth in this RFP, it may be considered non-responsive and rejected from further competition.

Those proposers’ submittals that pass this review will be forwarded to the selection committee for evaluation of the technical proposals.

TECHNICAL EVALUATION

The Selection Committee will evaluate and score all proposals, passing the Pre-Qualification Evaluation, utilizing the Scoring Criteria and Summary, Attachment 14, identified in this RFP.

The overall responsiveness of each proposal will be based on the complete response from the proposer to the RFP requirements, including Exhibit A, Scope of Work for the project. Final ranking of the proposals will be based on the criteria set forth in the Scoring Criteria and Summary, Attachment 14, included in this RFP.

EVALUATION OF BUDGET PROPOSAL

The lowest budget proposal will be awarded the maximum amount of cost points. Other proposals will be awarded cost points based on the following calculation:

Other Budget Proposal points = Factor x Maximum Cost Points
Factor = Lowest Budget Proposal/Other Budget Proposal

EXAMPLE:

Lowest Budget Proposal	\$75,000
Other Budget Proposal	\$100,000
Maximum Cost Points Available	30
Factor	$\$75,000/\$100,000 = \frac{3}{4}$
Other Budget Proposal points = $\frac{3}{4} \times 30 = 22.5$ cost points awarded to Other Budget Proposal	
So, Lowest Budget Proposal of \$75,000 receives 30 points Other Budget Proposal of \$100,000 receives 22.5 points	

AWARD OF AGREEMENT

Award of an Agreement, if it is to be awarded, will be to the responsible proposer meeting all of the RFP requirements with the highest rank.

In the event of a tie, CDCR will utilize a tie breaker to determine the winning proposer. The winning proposer will be determined by coin toss method. Heads will be assigned alphabetically (i.e. Adams Company, Inc., would be heads, Boy Company, Inc., would be tails.) Tie breaks will be witnessed, and proposers may attend to witness the tiebreak process. by contacting the CDCR contract analyst noted on page two (2) of this RFP.

The State intends to award one Agreement per program area to the responsible proposer earning the highest score.

Proposers may submit proposals for one or more program areas; however, no single proposer will be awarded more than two (2) program areas under this solicitation. If a proposer is awarded more than one (1) program area, a separate Agreement is required for each program area.

GROUND FOR REJECTION

The State is not required to award an Agreement and reserves the right to reject any and all proposals and to waive any immaterial deviations in the proposal. The State's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the proposer from full compliance with all requirements if awarded the Agreement.

Additionally, a proposal may be rejected if:

1. it is received after the due date and time for submittal;
2. the proposal cost is not prepared as required by the RFP;
3. the proposer has been prohibited from contracting with the State by the Department of Fair Employment and Housing;
4. the proposer has received a substantive negative contract performance from the State;
5. any items required by the RFP are not included with the submittal;
6. the proposer's facility does not meet site inspection requirements;

7. the proposal contains false or misleading statements or provide references which do not support an attribute or condition claimed by the proposer; or
8. in the opinion of CDCR, such information was intended to mislead CDCR in its evaluation of the proposal and the attribute, condition, or capability is a requirement of this RFP.

No proposal may be rejected arbitrarily or without reasonable cause.

The contract may be immediately terminated at the sole discretion of CDCR if false or misleading information contained in the RFP is discovered after the contract is awarded. The Contractor will be liable for all costs associated with termination of the contract and any subcontracts the Contractor may have for the performance of this contract.

NOTICE OF INTENT TO AWARD

A notice of intent to award the contract will be publicly posted for five (5) working days following the award announcement and notification of disqualifications will be emailed to all proposers. After completion of the five (5)-day public posting, the proposed contract awardee will be formally notified by email and all proposals and rating sheets will be available for public inspection.

Notice of the intent to award will be posted on the Cal eProcure website for this event.

PROTEST AWARD

Information regarding the protest of an award may be found by going to State Contracting Manual - Volume 1, under Chapter 6: Contract Award Protests.

A protest to this bid must adhere to Public Contract Code (PCC) Section 10345.

The envelope or email subject line containing the written protest must clearly state:

"Protest Concerning RFP Number C5613147-D for the California Department of Corrections and Rehabilitation".

Protests **MUST** be filed with:

ORIGINAL	COPY
EMAIL OR MAIL DELIVERY Email: <u>OLSProtests@dgs.ca.gov</u> Department of General Services Office of Legal Services Attn: Bid Protest Coordinator 707 Third Street, 7 th Floor, Suite 7-330 West Sacramento, CA 95605	EMAIL OR MAIL DELIVERY E-mail: <u>m_CDCR-OBS-Protest-Mailbox@cdcr.ca.gov</u> Department of Corrections and Rehabilitation Office of Business Services Contracts Management Branch 9838 Old Placerville Road, Suite B Sacramento, CA 95827

AGREEMENT EXECUTION

The Agreement will be executed only upon the State's acceptance of the Contractor's certificates of insurance, bonds, licenses, and permits, when such items are required. Should the Contractor fail to commence work at the agreed-upon date and time, the State, upon five (5) days written notice to the Contractor, reserves the right to terminate the Agreement.

The successful proposer shall enter into an Agreement with the State, which will be prepared on a State of California Standard Agreement (STD 213 form, sample attached) and shall include from this RFP Exhibits A, A-1, B, B-1, B-1.1 through B-1.5, B-2, B-3, B-4, D, E, F, G and Attachments 1-16.

This Agreement will not include a copy of the Exhibit C, General Terms and Conditions for Private Contractors, which is incorporated into the Agreement by reference only on the STD 213. Exhibit C may be downloaded from the Internet at [Standard Contract Language for Non - IT Services](#).

After award, the Standard Agreement will be forwarded to the Contractor for signature via DocuSign. Upon receipt, the Contractor must sign the Agreement and return the Agreement with any required documentation in accordance with the time frame specified in the transmittal letter. In the event the State has not received the signed Agreement and the required documentation within the specified time frame, the award may be rescinded and awarded to the next responsible proposer.

This Agreement is not valid unless and until approved by DGS, or, under its authority CDCR. The State has no legal obligation unless and until the Agreement is approved. Any work commenced by the Contractor prior to approval may be considered voluntary and the Contractor may have to pursue claim for payment by filing with the DGS Government Claims Program. When the Agreement is fully approved, a copy will be forwarded to you.

EXTENSION OF TERM

This Agreement may be amended when the additional year(s) or additional task(s) were anticipated and evaluated as an option to renew in the RFP.

DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PROGRAM

This RFP is exempt from the DVBE requirement. However, the State is committed to achieving legislatively established goals for the participation of DVBEs in all state contracting and seeks to use certified DVBE business whenever possible. Therefore, the State requests your voluntary participation in reporting any certified DVBEs, including yourself, that will be used in the performance of this Agreement.

DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) INCENTIVE

CDCR is committed to meeting and exceeding the three percent (3%) goal for Disabled Veteran Business Enterprise (DVBE) participation in State contracting activities, set forth in Military and Veterans Code 999. The DVBE Incentive Program applies to all contracting activities for services. The DVBE incentive is applied during the evaluation process and is only applied to responsive bid proposals from responsible proposers proposing DVBE participation. This incentive is for bid computation only.

To be eligible for the DVBE incentive, the business must:

1. Complete DVBE Incentive Request and Subcontractor Acknowledgement form (OBS 554) and submit with bid proposal.
2. Have a completed DVBE application on file with DGS, OSDS by 5:00 p.m. on the date bids are due.

For certification and preference approval process information, contact the OSDS by telephone at (916) 375-4940 or access the OSDS Internet website at [Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise](#).

Award Based on High Score

The DVBE Incentive will be awarded based on the guidelines below:

1. Proposers with DVBE participation of less than the required percentage listed in the solicitation will be deemed non-responsive and eliminated from any further consideration.
2. Application of the Incentive is based on the High Score Method. The Incentive shall not exceed 5 percent (5%), nor be less than 1 percent (1%) of the total possible available points, not including points for socioeconomic incentives or preferences. (CCR 1896.99.120(b))
3. Incentive points are included in the sum of non-cost points.
4. Incentive points cannot be used to achieve any applicable minimum point requirements.
5. Incentive points are deemed a desirable administrative requirement awarded based on amount of participation.

EXAMPLE: High Score Method

Available points example using a sliding scale:

200 points – Administrative
400 points – Technical
600 points – Cost
1200 points Total

Possible Maximum of sixty (60) points for DVBE Incentive calculated as follows:

DVBE PARTICIPATION LEVEL	POSSIBLE POINTS CALCULATION
1.0 - 1.99%	1% x 1200=12
2.0 UP TO 2.99%	2% x 1200=24
3.0 UP TO 3.99%	3% x 1200=36
4.0 UP TO 4.99%	4% x 1200=48
5.0 UP TO 5.99%	5% x 1200=60

SMALL BUSINESS PREFERENCE PROGRAM

Current law requires state departments to support the success of small businesses, including microbusinesses, in participation in contracting opportunities. CDCR is committed to supporting Small/Micro Business participation in state contracting and seeks to contract with certified Small/Micro Businesses whenever possible.

A Small/Micro Business enterprise is defined as a business certified by the Department of General Services (DGS), OSDS in which:

1. The principal office is located in California;
2. The officers are domiciled in California;
3. The business is independently owned and operated;
4. The business, with any affiliates, is not dominant in its field of operation; and
 - a. For Small Business, either:
 - (1) The business, together with any affiliates, has one hundred (100) or fewer employees and averaged annual gross receipts of \$16,000,000 or less over the previous three years, or
 - (2) The business is a manufacturer with one hundred (100) or fewer employees;
 - b. For Micro Business, either:
 - (1) The business, together with any affiliates, has twenty-five (25) or fewer employees and averaged annual gross receipts of \$5,000,000 or less over the previous three years, or
 - (2) The business is a manufacturer with twenty-five (25) or fewer employees.

Section 14835, et seq., of the California Government Code requires that a five percent (5%) preference be given to proposers who certify as a Small/Micro Business enterprise. The rules and regulations of this law are contained in Title 2, California Code of Regulations, Section 1896, et seq. A copy of the regulation is available upon request.

To claim the Small/Micro Business preference, which may not exceed \$50,000 for any bid, your firm must:

1. Have a completed application (including proof of annual receipts) on file with the DGS, OSDS, by 5:00 p.m. on the date proposals are due, and
2. Receipt of documents verified by such office.

Therefore, if you are a Small/Micro Business, but are not certified, it is to your advantage to become certified. For certification and preference approval process information, contact the OSDS by telephone at (916) 375-4940 or access the OSDS Internet website at [Apply for or Re-Apply for Certification as a Small Business and/or Disabled Veteran Business Enterprise](#).

NON-SMALL BUSINESS PREFERENCE REQUEST

Pursuant to Title 2, CCR Section § 1896, et seq., and GC Section § 14838, et seq., a bid preference of five percent (5%) is available to a responsive non-small business claiming no less than twenty-five percent (25%), Small Business/Micro Business (SB/MB) subcontractor participation with one or more SB/MB enterprises. This preference is considered only if the tentative low proposer is not a certified SB/MB.

In granting the Non-Small Business Preference, no bid price will be reduced by more than \$50,000. This preference cost adjustment is for bid evaluation purposes only and does not alter the actual cost offered by the proposer.

A non-small business is defined as a responsive/responsible proposer that is not certified by the DGS, OSDS as a SB/MB enterprise.

To be eligible for the non-small business preference, the business prime vendor must complete and submit the Non-Small Business Preference Request and Subcontractor Acknowledgement form (OBS 555) with their bid proposal.

NONPROFIT VETERAN SERVICE AGENCY (NVSA) SMALL BUSINESS PREFERENCE

Pursuant to Military and Veteran Code Section 999.50 et seq., Nonprofit Veteran Service Agencies (NVSAs) claiming Small/Micro Business preference and verified as such in the relevant category or business type, will be granted a preference of five percent (5%) of the lowest responsive proposal, if the lowest responsive proposal is submitted by a proposer not certified as a Small/Micro Business.

In granting Small/Micro Business preference to NVSAs, no bid will be reduced by more than \$50,000. The preference cost adjustment is for computation purposes only and does not alter the actual cost offered by the proposer.

To be eligible for the NVSA Small/Micro Business Preference, the business concern must:

1. request preference at the time of bid submission, and
2. must possess a valid certification prior to bid submission.

An SB/NVSA is not subject to the same standards as other certified Small/Micro businesses. SB/NVSA standards are identified in Military and Veterans Code Section 999.51(a) (3).

TARGET AREA CONTRACT PREFERENCE ACT (TACPA)

If this Agreement is for Non-IT services in excess of \$100,000 and the worksite is not fixed by the terms of this Agreement (e.g., services will not be performed at an institution or other specific work site determined by CDCR), preference may be granted to California-based proposers meeting the requirements of the Target Area Contract Preference Act (TACPA) which promote employment and economic development at designated distressed areas by persons with a high risk of unemployment (Reference: GC §4530 et seq., and Title 2, California Code of Regulations §1896.30 et. seq.).

Proposers seeking these preferences must submit completed Standard Form(s) STD 830 TACPA Preference Request Form and DGS/PD 526 Proposer's Summary of Contract Activities and Labor Hours with their proposal. Please note that the DGS/PD 526 must be completed and signed by the proposer for each requested preference. As explained in the Standard Forms, the proposer is allowed bidding preferences for each program (TACPA and Small/Micro business) the proposer is qualified for and may receive a combined preference up to fifteen percent (15%) or \$100,000, whichever is less. The preferences do not alter the amount of the resulting Agreement and are used for bid evaluation purposes only.

NOTE: FAILURE TO SUBMIT THE TACPA FORMS WITH YOUR BID PROPOSAL WILL RESULT IN THE DENIAL OF THE PREFERENCE(S). Download and attach copies of the STD 830 and DGS/PD 526. Forms can be found at [Request Target Area Contract Preference](#).

IDENTIFICATION OF CONTRACTORS, SUBCONTRACTORS, CONSULTANTS: SMALL/MICRO BUSINESS AND DVBS

CDCR must identify all contractors, subcontractors, and consultants who will provide labor or render services in the performance of this Agreement and further identify whether any of the listed subcontractors and consultants are a certified Small/Micro business, or a certified DVBE. Therefore, the proposer must complete a Bidder Declaration (GSPD-05-105). If any changes occur in the submitted original GSPD-05-105, the Contractor shall notify the Office of Business Services (OBS), in writing within ten (10) working days of those changes, including any changes to Small/Micro business or DVBE status.

CDCR asks that you encourage any subcontractor(s) and/or consultant(s) not currently certified as a Small/Micro business or DVBE that may meet the certification requirements specified herein to become certified through the DGS, OSDS. Please provide those subcontractor(s)/consultant(s) the OSDS contact and certification information provided above.

If you are a certified Small/Micro business enterprise and fail to complete the Prime Contractor information of the CDCR Bidder Acknowledgement/Certification form (OBS 300), your business shall be classified as a large business, which will preclude your bid from receiving the five percent (5%) Small/Micro business preference and can cause incorrect reporting of Small/Micro business and large business participation by CDCR.

If you are a certified DVBE and fail to specify that information on the CDCR Bidder Acknowledgement/Certification form, (OBS 300) your business shall be classified as a large business, which will preclude your bid from receiving any range of the DVBE incentive and cause incorrect reporting of DVBE participation by CDCR.

SPECIALIZED TREATMENT FOR OPTIMIZED PROGRAMMING

I. INTRODUCTION

The goal of the Specialized Treatment for Optimized Programming (STOP) is to establish and oversee a network of Community-Based Providers (CBP) that provide comprehensive services to the participant population, during their transition into the community in order to support a successful reentry. The California Department of Corrections and Rehabilitation (CDCR) and the Division of Rehabilitative Programs (DRP) have developed reentry strategies that target incarcerated persons who are nearing their release with Substance Use Disorder (SUD) treatment, enhanced academic and vocational programs, and pre-employment transitional services. The CDCR is extending this network of reentry services into the community through this Agreement. The Agreement is intended to provide the Contractor with guidelines and requirements to oversee the network of providers. Individuals who have been released from incarceration and are under parole supervision will be eligible for these services. Priority will be given to those within their first year of release, assessed with a medium to high risk to reoffend and need for SUD treatment, as measured by the California Static Risk Assessment (CSRA) and the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS), respectively. Temporary housing services shall be offered to participants who have an identified need for housing, via Returning Home Well Housing (RHWH). If funding for the purposes of RHWH is added, reduced, or deleted for any fiscal year by the California State Budget Act, the CDCR shall have the option to offer an Agreement Amendment to the Contractor reflecting the reduced funding amount.

The Contractor is responsible for establishing and maintaining one Placement Office within the contracted Program Area, as outlined in Exhibit A-1, Placement Office Location. The Placement Office will manage referrals, initial placement, transportation, assessments, and case management services, in accordance with this Agreement. The Contractor will provide technical assistance, oversight, and contract compliance monitoring for a network of subcontracted CBP's offering modality services.

The Contractor shall design, develop, and implement evidence-based, gender-responsive, trauma-informed, culturally competent, family-focused, and strength-based programs using Motivational Interviewing (MI) techniques. The Contractor shall provide policies and procedures describing each component identified in this section at the time of the proposal submission. All programming must incorporate the following:

A. Evidence-Based Programs (EBP)

The Contractor shall ensure the provision of integrated programming approaches based on theories that fit the psychological, social, and developmental needs through EBP. These areas include physical, sexual and emotional abuse, family relationships, trauma, substance use disorders, co-occurring disorders, educational, and vocational skills.

The Contractor shall ensure the utilization of EBP through appropriate training and technical assistance to ensure programming is implemented with fidelity to the model to achieve the desired outcomes. The Contractor shall bear all costs related to implementing and maintaining the integrity and delivery of programming.

B. Evidence-Based Curriculum

All primary program components delivered by the Contractor shall utilize evidence-based curricula selected from the Results First Clearinghouse Database that shows positive effects or promising practices at the intervention or curricula level. If the Contractor determines to use curriculum

outside of the Results First Clearinghouse, substantiated proof of evidence-based documentation must be provided to the DRP.

Only approved curriculum shall be used in the program components. Secondary or supplemental curriculum does not have to be listed in the Results First Clearinghouse Database, or evidence-based, but shall only be delivered in conjunction with an evidence-based primary curriculum. Evidence-Based Curriculum Change Request Form (Attachment 16) must be completed within thirty (30) calendar days upon execution of this Agreement.

C. Gender Responsivity

Gender Responsivity is defined as creating an environment through site selection, staff selection, program development, content, and materials that reflect an understanding of the realities of specific genders and addresses the issues facing the participants.

Gender responsive approaches are multi-dimensional and are based on theoretical perspectives that acknowledge gender specific pathways into the justice-involved system. These approaches address social and cultural factors.

D. Cultural Competence

The Contractor shall ensure all program services encompass, at a minimum, the following: the process by which individuals and systems respond respectfully and effectively to people of all cultures, languages, classes, races, ethnic backgrounds, disabilities, religions, genders, sexual orientation, and other diversity factors. Cultural competence requires such responses in a manner that recognize, affirm, and value the worth of individuals, families, and communities, while protecting and preserving the dignity of each.

E. Trauma-Informed Services

Trauma is the experience of violence and victimization including sexual abuse, physical abuse, severe neglect, loss, domestic violence, or the witnessing of violence, terrorism, or disasters. Trauma and addiction are interrelated issues in the lives of individuals incarcerated or on parole supervision. The Contractor shall ensure all programming services are provided with the understanding of trauma-informed principles and how deviations from these principles may trigger trauma related responses.

F. Family-Focused

The Contractor shall ensure that program services are provided to strengthen family systems by encouraging families to become self-reliant, promote healthy family reunification, and positive parenting, while providing a course specific to developing effective parenting skills.

G. Strength-Based

The Contractor shall ensure that program services are provided that build upon the participant's strengths to raise motivation for treatment by empowering participants to recognize personal responsibility and accountability, while providing positive behavior support through peers or mentors with the use of positive reinforcements.

H. Motivational Interviewing Techniques

The Contractor shall utilize MI techniques to initiate and maintain participants' behavior changes throughout the duration of programming services.

II. GENERAL INFORMATION

The Contractor agrees to provide the CDCR with STOP program services as described herein.

All program service components shall be in accordance with this Agreement and all applicable local, city, county, state and federal statutes, regulations, and ordinances.

A. Business License

A valid business license is required and shall be submitted at the time of proposal submission.

B. Location and Capacity

The Contractor shall provide services to participants within contracted Program Areas outlined in the STOP Program Areas (Attachment 1) and Site and Funding Limit Requirements (Attachment 2).

C. Ownership

All materials and products resulting from this Agreement will be owned by the CDCR.

III. COMPLIANCE INFORMATION

The Contractor agrees to adhere to all of the CDCR's rules and policies, including the California Code of Regulations (CCR), Title 15, Division 3, Chapter 1. Rules and Regulations of Adult Operations and Programs; Department Operations Manual (DOM); and the Exhibit B-1, Line Item Budget Guide.

The Contractor shall be responsible for managing, operating and maintaining the security of the facility as required by law and pursuant to the regulations and direction of the CDCR, including the CCR, Title 15, Division 3. The CCR, Title 15 can be found at: [Regulations and Policy Corrections and Rehabilitation](#).

The Contractor shall comply with the instructions, terms and conditions provided in this Exhibit A, Scope of Work.

IV. ORGANIZATIONAL QUALIFICATIONS

The Contractor's organization is defined as the entity identified on the STD 204, Payee Data Record, and is directly responsible for the delivery of services. The Contractor shall provide, at the time of proposal submission, policies and procedures describing each component and all required documents identified in this section.

A. Experience and Knowledge

The Contractor's administrative experience shall include all administrative functions of a project, including fiscal, accounting and budgeting, personnel, and contract or grant management. The Contractor shall:

1. Possess a minimum of three (3) years of experience with overseeing community-based organizations that provide services to individuals transitioning from state incarceration. This includes experience delivering rehabilitative programming that utilizes evidence-based curricula for SUD, Cognitive Behavioral Interventions (CBI), life skills development, or other comparable interventions. In addition, the Contractor shall have experience providing treatment services in a residential setting and connecting program participants to community-based resources to support a successful reentry into the community, including supportive housing, employment readiness, financial literacy, family reunification, and housing

assistance. Experience will be verified through review of the Proposer's References and the Business Resumé required at the time of proposal submission.

2. Provide one of the following to show sufficient funding reserves to cover at least one (1) month of expenses as identified by the amounts submitted in the Fiscal Year 26/27, Exhibit B-1.1, Budget Proposal Rate Sheet, Total Operational Budget.
 - a. Financial statements for the most recently completed fiscal year (i.e. 2024) that reflect a cash or cash equivalent account balance of at least one (1) month of funding, or that show a current ratio of one (1) or more.
 - b. Proof of an approved line of credit or multiple lines of credit that equal at least one (1) month of funding.
1. **Note:** Pursuant to the California Prompt Payment Act, state agencies pay properly submitted, undisputed invoices within forty-five (45) days of receipt.
3. Have all debts paid in full or entered into an approved payment plan to resolve all debts to the CDCR, prior to submission of the proposal and will be verified through the CDCR's Accounting Services Branch and/or Office of Audits and Court Compliance. Debt is any funds paid to the Contractor in excess of the amount to which the Contractor is entitled, and which has an outstanding invoice from the CDCR that is not fully paid or does not have an approved payment plan in place.

B. Structure

The Contractor shall maintain a policy and organizational chart, outlining the structure of authority and responsibility within the STOP, and within the Contractor's organization. The CDCR reserves the right to request a copy of the Contractor's organizational chart at any time. The Contractor shall provide the organizational chart to the DRP at the time of proposal submission and within thirty (30) calendar days of any changes.

V. GENERAL AGREEMENT COMPONENTS

A. Operating Hours

The Contractor shall maintain operating hours that allow for twenty-four (24) hour oversight of the CBP network while also facilitating referrals, placements, transportation, and contact with the CDCR.

B. Fiscal Systems and Responsibilities

The Contractor shall establish and maintain an adequate accounting and internal administrative control system. All purchases made during the term of this Agreement shall be pre-approved, in writing, by the CDCR and shall be included in the Exhibit B-1.1 through B-1.5, Budget Proposal Rate Sheet in accordance with the Exhibit B-1, Line Item Budget Guide. The Contractor shall submit monthly invoices using the Automated Reentry Management System (ARMS) Provider Invoice TouchPoint Response. This TouchPoint shall be used for monthly invoices as well as supplemental and close-out invoices.

The Contractor will be responsible for any cost overruns that occur after the Agreement has been awarded. The Contractor is responsible for remaining within their proposed contract amounts listed on the Exhibit B-1.1 through B-1.5, Budget Proposal Rate Sheet and shall not exceed the total proposal award amount.

The Contractor is required to establish and maintain an accounting system that, at a minimum, includes the general ledger accounting structure and subsidiary accounting records.

The accounting records must identify the receipt and the expenditure of all contract funds. Overall, the accounting systems shall conform to Generally Accepted Accounting Principles. Accounting systems for this contract may be on an accrual basis.

Accrual basis revenue is recognized in the accounts when the transaction occurs (when earned), regardless of the period in which the related cash is collected. Expenses are recognized and matched with the revenue of the period to which it relates, regardless of when it is paid.

The accounting system must provide accurate and current financial reporting information. All accounting records and supporting documentation must maintain a clear audit trail.

All general ledger account entries must be supported by the subsidiary records and the original source documentation. The format of the subsidiary records is determined by the Contractor.

The Contractor is required to maintain accurate, complete, and orderly records. All Agreement records and documents must be adequately protected from fire, theft, and other damage or loss. If the Contractor does not store records at the Placement Office, then the Contractor must maintain a written index of the records and ensure the files can be easily accessed.

The Contractor shall ensure all program books, documents, papers, and records are accessible to the CDCR and its authorized representatives.

The Contractor shall retain all Agreement records for three (3) years from the end of the contract term. If the Agreement's source documentation records are retained in a database system, it must cover the contract term and be retrievable. If an audit, investigation, review, litigation, or any other action occurs during the Agreement's three (3) year retention period, the Contractor shall retain the records until the resolution of such process, or until the end of the three (3) year period, whichever is longer.

Any costs associated with the management of the Agreement shall be included in the Exhibit B-1.1 through B-1.5, Budget Proposal Rate Sheet, in accordance with the Exhibit B-1, Line Item Budget Guide, to be reimbursed by the State. Failure to meet the established reporting deadlines or program requirements may result in the CDCR withholding invoice payments or affect participant intake until the facility is in compliance.

The following shall be provided to the DRP within thirty (30) calendar days of Agreement execution, and within thirty (30) calendar days of any revisions:

1. Insurance coverage to assure compliance with the Contract requirements, as outlined in Exhibit D, Special Terms and Conditions.
2. All lease Agreement terms and specifications including facility, vehicles, etc.
3. Cost allocation plan for shared space, staff, indirect cost, staff benefits, etc., as outlined in the Exhibit B-1, Line Item Budget Guide.

VI. STOP PLACEMENT OFFICE REQUIREMENTS

At the time of proposal submission, and within twenty-four (24) hours of any revisions, the Contractor shall provide a current operations manual describing each component identified in this section, including the STOP's purpose, philosophy, programs, services, policies, and procedures. The manual shall detail how the STOP will ensure that designated staff members are available to the network twenty-four (24) hours per day, seven (7) days per week, and shall be maintained at each STOP Placement Office where it is accessible to staff, volunteers, and CDCR designee(s).

If an incident or unforeseen event creates a health and safety risk for participants and staff, a change in the address or physical location of the facility may be approved by the DRP. The Contractor must provide written notification to the DRP Chief immediately upon discovery of the incident or event. Written notification shall include a description of the event and any available supporting documentation (e.g., fire report, insurance claim, Occupational Safety and Health Administration complaint), as well as the proposed new contact information and physical address. The Contractor shall obtain written approval from the DRP prior to initiating any relocation, and the CDCR reserves the right to approve or deny any such move. Any disruption to services resulting from relocation must be minimized, and the Contractor shall provide a transition plan to the CDCR.

A. Administrative Oversight

The Contractor shall:

1. Ensure participants are provided programming and services according to evidence-based principles as stated throughout this Agreement and as determined by individual risk and needs assessments.
2. Implement performance measures for each of the program components and measure the progress of the participant's adherence to the items listed in their Case Management Plan (CMP).
3. Document programming services, referrals, changes in risk and needs, and program progress for all participants in the participant's CMP. The CMP shall document all program and services delivered, including the number of hours of participation in each area.
4. Actively engage participants in programming services. Non-participation shall be reported to the Agent of Record (AOR).
5. Maintain an accurate and verifiable data server as required by the CDCR guidelines.
6. The CDCR may require additional performance measures with a minimum of thirty (30) calendar days written notice.
7. Ensure that all Subcontractors employed pursuant to this Agreement adhere to all requirements of the Agreement.

B. Communications

The Contractor shall:

1. Collaborate with state and local government agencies, faith-based organizations, other community non-profit organizations, and other entities identified by the CDCR to enhance program services.
2. Conference in person or by telephone and attend meetings as often as necessary, with the

CDCR staff, and participants in order to share information regarding participants or program related activities.

3. Notify the CDCR of any complaint against staff and facilities that have been reported to the Department of Health Care Services (DHCS).

C. Community Transition Contacts and Outreach

The Contractor is responsible to ensure community transition contacts and outreach activities are performed within the contracted Program Area (reference Section IX. CBP Service Delivery, Subsection T. Community Partnerships for outreach expectations).

A Statewide Reentry Presentation describing and defining all community programs offered to participants shall be collectively created by a consortium of STOP Contractors. The Contractor shall work collaboratively with all STOP Contractors to ensure accurate information is disseminated regarding the CDCR programming. The Contractor shall provide a copy of the Statewide Reentry Presentation to the DRP for review and approval sixty (60) calendar days prior to use.

At a minimum, the STOP staff shall be responsible for providing the outreach presentations as follows:

1. Presented quarterly at all of the CDCR institutions within the awarded Program Area as identified on STOP Program Areas (Attachment 1), or locations deemed appropriate by the CDCR.
2. Scheduling of the outreach presentations must be coordinated through the In-Prison Programs Contractor, or staff identified by the CDCR.
3. Documented at the STOP Placement Office with sign-in sheets to include the following:
 - a. Name of the institution
 - b. Date and time of presentation
 - c. Name and signature of the STOP presenter
 - d. Name, CDCR number, and signature of each attendee

The Contractor shall notify the DRP within five (5) calendar days of any issues or concerns related to outreach presentations or associated requirements.

D. Eligibility

All supervised persons are eligible for the programs and services available through STOP; however, the CDCR shall have the final decision regarding program placements and retains the right to remove participants from the program at any time. The Contractor shall provide reasonable accommodations for participants with disabilities who are eligible to receive services. The CDCR shall deny placement for facilities with children residing on site under the following circumstances:

1. Individuals with current or past convictions for Penal Code (PC) 273a, Cruelty to Children with Great Bodily Injury; and
2. Individuals required registering as sex offenders under PC § 288 or who have a history of crimes against children.

The CDCR shall consider placement under the following circumstances on a case-by-case basis:

3. Participants who are designated high notoriety.
4. Participants who are required to register pursuant to PC § 290 (Sex Offense) or PC 457.1 (Arson).
5. Participants in custody with pending local misdemeanor charges, which could result in county jail time.
6. Participants with case factors considered to be a danger to others, including, a participant documented as an enemy of a person(s) in the program; a participant whom a current program participant has a restraining order against; a participant with rival Security Threat Group affiliation, etc.
7. Participants who are identified as members of the CDCR Security Threat Group I or II.
8. Participants classified as Enhanced Outpatient Program (EOP).

E. Pre-Release Referral

The Contractor shall accept referrals and coordinate placement from the Division of Adult Parole Operations (DAPO) Community Transition Program staff on behalf of incarcerated persons during pre-release from the CDCR institutions.

The STOP Placement Office shall initiate program placements upon receipt of a BPH Form 3005, Parole Verification Document, and shall provide a conditional approval of placement which is subject to change. A "Conditional Approval" shall mean the STOP Placement Office has secured placement into a specified CBP facility. If, upon release, the specified CBP facility does not have availability, the participant will be given priority placement to a comparable CBP facility.

The STOP Placement Office shall have a policy to ensure individuals being released from an institution after normal business hours or during the weekend are admitted to a STOP CBP facility without a delay.

Upon release from custody, the AOR shall generate and provide a CDCR 1502, Activity Report (Attachment 3) referral to the Contactor.

F. Referral

The Contractor shall accept referrals from the CDCR and the participant and coordinate placement. Upon receipt of a referral, the Contractor's STOP Placement Office shall initiate the participant admission process. All referrals shall be confirmed with a CDCR 1502, Activity Report (Attachment 3).

To maximize services and funding provided, the Contractor is responsible for establishing subcontracts or non-contractual partnerships with community-based organizations that are certified to provide Drug Medi-Cal (DMC) funded services. The Contractor shall assist the participant, as needed, to complete the application to determine eligibility. The Contractor shall refer eligible participants to DMC providers at the beginning of their STOP treatment episode. The Subcontractor or non-contractual partner shall provide assistance to participants who are identified as eligible with securing such services, or presumed as eligible, or other county level services at

the beginning of their STOP treatment episode. Documentation of the referral to DMC must be entered into ARMS according to the External Referral process as outlined in the Data Requirements and Reporting Timeframes (Attachment 4).

Once DMC funded services, or other county-level assistance is exhausted, the participant may continue to receive services through STOP until they have completed their treatment episode, have reached 365 days of service, or are discharged from supervision. Participants that are receiving Outpatient SUD (OPS) treatment via DMC may remain enrolled in STOP services to address their criminogenic needs. Participants enrolled in DMC residential services shall not receive STOP services until residential DMC services have been exhausted. STOP services shall not be duplicative of DMC services.

G. Participant Transportation

The Contractor shall provide transportation to participants from designated CDCR institutions to the STOP modality locations (within the contracted Program Area as identified in Exhibit A-1, Placement Office Location and upon completion of STOP services to the participant's parole unit. Transportation must be Americans with Disabilities Act (ADA) accessible when necessary. Each STOP Placement Office must coordinate transportation services within their contracted Program Area.

Contractors must coordinate with other STOP Contractors to ensure statewide coverage. Prior written authorization is required when more than one Contractor is involved in transporting a participant. If transportation from a remote institution requires overnight accommodation, the STOP Contractor shall request prior written approval from the DRP.

Public transportation can also be utilized by the Contractor for those participants enroute to their county of parole. If a participant utilizes personal funds for public transportation from a designated CDCR location directly to the STOP location, the Contractor shall reimburse the participant for the cost of the transportation within thirty (30) calendar days of consecutive programming. The participant shall be required to submit verification of transportation for reimbursement by the Contractor within fifteen (15) calendar days of the date the transportation was completed.

H. Transportation Coordination Plan

The Contractor shall submit a Transportation Coordination Plan at the time of proposal submission, describing how transportation will be managed within the contracted Program Area and between the CDCR institutions, STOP locations, and parole units. The plan must outline methods for scheduling, routing, and communication to ensure timely and efficient transport of participants. It shall also describe how the Contractor will monitor and track participant movement, address contingencies such as delays or cancellations, and ensure ADA-compliant vehicles are available when necessary. In addition, the plan must specify how the Contractor will coordinate with other Program Areas and STOP Contractors to facilitate transportation between program locations, support continuity of services, and ensure seamless participant transfers. Finally, the plan shall include protocols for working with institutions on release schedules and requesting prior approvals for overnight accommodations when required.

I. Initial Placement

The Contractor shall ensure each referral is administratively processed within three (3) business days of receipt, based on information received from the CDCR. The participant shall receive initial placement upon release or as defined by the referral documents. If appropriate placement documentation is not received, it is the Contractor's responsibility to contact the AOR to determine appropriate initial placement. The CDCR reserves the right to approve or deny any placement.

J. Secondary Assessment

The Contractor shall ensure that the CBP's and Reentry Assessment Coordinators are utilizing an evidence-based assessment tool for the secondary assessment. The CBP is responsible for the interpretation and administration of their selected assessment tool. The tool should be comparable to evidence-based assessments used in institutional settings.

The CBP shall ensure an evidence-based assessment is conducted to determine the most appropriate level of programming for each participant. The results of the assessment shall be used to develop the CMP. The CBP shall ensure the assessment results and its significance in the development of the CMP are understood by staff and retained in the participant's case file.

The Contractor shall ensure that all participants have a CMP. Participants shall be involved in creating and updating the CMP with their assigned STOP Case Manager.

The CMP shall document all program services delivered, including the number of hours of participation in each area. A copy of the CMP shall be maintained in the participant's file, unless otherwise approved by the DRP in writing.

K. Length of Stay/Extension

A treatment episode begins when an individual is removed from reception in ARMS and placed into a designated treatment modality based on their assessed needs. For any extensions or additional program time beyond one hundred eighty (180) calendar days, an extension request must be approved in writing by the DRP. No participant shall be allowed to remain in the program for more than three hundred sixty-five (365) calendar days unless approved in writing by the DRP. The Female Offender Treatment Employment Program (FOTEP) is an exception to the three hundred sixty-five (365) cumulative calendar day rule, as participants can reside at the FOTEP facility for up to fifteen (15) cumulative months. FOTEP extensions shall not exceed fifteen (15) cumulative months, unless approved in writing by the DRP.

Any participant who is re-referred to the program within ninety (90) calendar days of program discharge or exit is not considered a new participant and shall be subject to program extension approval. If a participant is enrolled in the fifty-two (52) week batterer's program and/or vocational employment program, an extension request to complete the program is not required.

The Contractor shall accept all participants for placement at the facility and manage any participant referred by the CDCR. In cases where a referral is denied, the Contractor shall submit written justification to the DRP who will determine if the justification is sufficient and/or in compliance with the Agreement. Examples of justification would be if placement of the participant in the program would be a violation of local and/or state laws or ordinances.

L. Case Management One-on-One

One-on-one counseling sessions shall be conducted for each participant, and allow for private, individualized, focused discussions with the participant. These sessions shall address the participant's individual reentry goals, identify and build upon personal strengths and assess high-risk situations.

M. Case Management Plan

Staff shall utilize the CMP to track participant's progress. The CMP outlines goals, tasks, services, and activities necessary for each participant to successfully achieve those goals. To determine what services and activities the CMP will require, it shall be written in response to all outcomes of

the individualized and approved evidence-based secondary assessment.

N. Case Management Plan Review (CMPR)

Participants shall contribute and participate in their CMPR. Administration of the CMPR shall include notifying the participant as to whom the committee members are, and the purpose of the review. The Program procedures on CMPR shall be inclusive of the following components:

1. A committee consisting of the Program Director, Case Manager, Job Developer, and AOR, if available.
2. The Case Manager and Job Developer (if applicable) are encouraged to work with the AOR to develop collective goals, objectives, and tasks for the participant to achieve.
3. Documentation of the review shall be placed in the participant's case file.

O. Discharge Plan

The Contractor is responsible to ensure that all participants have a Discharge Plan. Participants shall be involved in creating and updating Discharge Plans with their assigned STOP Case Manager. A copy of the discharge plan shall be maintained in the participant's file, unless otherwise approved by the DRP in writing.

All Discharge Plans shall include the following:

1. Residency accommodations
2. Mental health/medical information (that impacts discharge, if applicable)
3. Employment
4. Continued education (if applicable)
5. Transportation options
6. SUD Treatment (SUDT) and/or other related treatment maintenance to include, at a minimum:
 - a. List of local area self-help group meetings
 - b. Relapse prevention information.

VII. NETWORK OF COMMUNITY-BASED PROVIDER FACILITY REQUIREMENTS

The Contractor is responsible for ensuring services are provided using a network of CBP facilities. The Contractor shall subcontract with these CBP's and ensure that the subcontracts adhere to the Exhibit A, Scope of Work and the provisions detailed in this Agreement. The Contractor shall ensure the daily capacity listed within the Exhibit A, Scope of Work, Section II. General Information, Subsection B. Location and Capacity is available through the network of CBP facilities throughout the term of this Agreement, unless changes are authorized by the DRP in writing. The Contractor shall provide policies and procedures, at the time of proposal submission, describing each component in this section and how each will be maintained.

The Contractor shall request prior written approval from the DRP before adding an affiliated subsidiary CBP to the network. The CDCR defines an affiliate as "an organization that is a member of another organization" (refer to Exhibit B-1.1 through B-1.5, Budget Proposal Rate Sheet

Worksheet for affiliate definition). The Contractor and/or its affiliates may provide services of no more than twenty-five percent (25%) of the total funds utilized in the Budget Proposal Rate Sheet (Exhibit B-1.1 through B-1.5, Categories F and G, Service Modalities) per month, without prior written approval from the DRP.

The Contractor shall provide a copy of the template contract used for subcontractor CBPs at the time of proposal submission and within twenty-four (24) hours of any revisions. Revisions shall be approved by the DRP prior to use. The CBP packet Modality Cost Sheet (Attachments 5-10 and Exhibit B-4) described below are not required at the time of proposal submission. The Contractor shall ensure all executed CBP packets are uploaded in the ARMS prior to placing any participant at the CBP facility. The CBP packets shall consist of the following:

1. Modality Cost Sheet (as appropriate) which includes:
 - a. Community-Based Provider Modality Cost Sheet- Licensed Residential Treatment (LSUDT/LRT) (Attachment 5)
 - b. Residential Modality Cost Sheet (Attachment 6)
 - c. Outpatient Modality Cost Sheet (Attachment 7)
 - d. Community-Based Provider Modality Cost Sheet- Non-SUD Outpatient Treatment Services- Other Outpatient/Outpatient Non-SUD (OOP/OPNS) (Attachment 8)
 - e. Community-Based Provider Modality Cost Sheet- Female Offender and Employment Program (FOTEP) (Attachment 9)
 - f. Community-Based Provider Modality Cost Sheet- SUD Outpatient Treatment Services- Certified Substance Use Disorder Treatment/Outpatient SUDT (CSUDT/OPS) (Attachment 10)
 - g. Provider Directory Information Sheet (Exhibit B-4)
2. DHCS license and/or certification (if applicable)
3. Business License
4. Liability Insurance
5. Pest Control Contract – Signed
6. Subcontract Agreement – Signed
7. Lease Agreement – Signed and/or Proof of Ownership

If any CBP Packets are revised, or a new CBP is added to the network, the Contractor shall ensure the CBP Packet is uploaded to ARMS and is finalized prior to placing any participants. No retroactive placements will be approved, unless approved by the DRP. Subcontractor or Consultant expenditures, as defined in Exhibit B-1, Line Item Budget Guide, will be disputed if subcontractor Agreements are not on file with the DRP. The CDCR reserves the right to request a detailed cost allocation plan of all programs operating at the CBP facilities to ensure funding is allocated to STOP programs and ensure compliance with CDCR requirements for the safety of all participants.

The Contractor shall conduct annual site inspections of all non-affiliated CBP facilities, documented by a report, to ensure compliance with the provisions of this Agreement. During the review process, the Contractor shall observe programming and review participant documentation to monitor the quality of the services contracted. The Contractor shall review case file material to ensure that adequate documentation is being maintained. The Contractor shall upload in ARMS the site inspection reports annually within sixty (60) calendar days of the site inspection.

A. Quality Assurance

CBPs are required to have a Quality Assurance (QA) inspection performed annually by the STOP Contractor, however a program will become inactive if the program does not obtain a placement within six (6) months of the QA visit. In order to become active once deemed inactive, the STOP QA staff will be required to conduct another inspection.

The Contractor shall document annual QA inspections of all non-affiliated CBP facilities, by a report, to ensure compliance with the provisions of this Agreement. During the review process, the Contractor shall observe programming and review participant documentation to monitor the quality of the services contracted. The Contractor shall review case file material to ensure that adequate documentation is being maintained. The Contractor shall upload the QA inspection reports in ARMS, annually within sixty (60) calendar days of the QA inspection.

B. Rate Methodology Plan

The Contractor shall submit, at the time of proposal submission, a Rate Methodology Plan that includes both the Minimum and Maximum Participant Daily/Session Rate for each of the six (6) modality types. The plan shall provide a detailed description of the methodology used to determine these rates. For proposals covering program areas with more than one county, the plan shall also describe how rates will remain competitive across all counties. The plan shall additionally identify how affiliate CBPs are incorporated into the rate structure, consistent with the limitation that affiliates may provide no more than twenty-five percent (25%) of the total funds identified in Exhibit B-1.1 through B-1.5, Budget Proposal Rate Sheet, Section F and Section G, Service Modalities, unless prior written approval is received from the DRP.

At a minimum, the Rate Methodology Plan shall include the following elements:

1. Cost information for County Probation Services is equivalent to each of the six (6) Service Modalities in Exhibit B-1.1 through B-1.5, Section F and Section G.
2. Cost information for Medi-Cal Services equivalent to each of the six (6) Service Modalities in Exhibit B-1.1 through B-1.5, Section F and Section G, where applicable.
3. Cost information for Federal Probation Services equivalent to each of the six (6) Service Modalities in Exhibit B-1.1 through B-1.5, Section F and Section G, where applicable.
4. Cost information for Private Pay Services equivalent to each of the six (6) Service Modalities in Exhibit B-1.1 through B-1.5, Section F and Section G, where applicable.
5. A description of the methodology used to determine both minimum and maximum rates for each of the six (6) Service Modalities in Exhibit B-1.1 through B-1.5, Section F and Section G, including any role of affiliates in rate setting.

C. Facility Types

The Contractor shall develop and maintain a network of CBP facilities as follows:

1. Licensed Substance Use Disorder Detoxification (LSUDD)

The Contractor shall provide a DHCS LSUDD facility within the network of CBPs. Admission and length of stay in a LSUDD facility shall be based upon assessed need. A participant shall be considered to have completed detoxification services when symptoms of physical withdrawal process are no longer present. Upon completion of the detoxification period, the

Contractor shall make arrangements for the participant to attend appropriate programming or implement a Discharge Plan, and shall provide twenty-four (24) hour, non-medical services. Detoxification services shall include:

- a. Intake/admission
- b. Food/housing
- c. Withdrawal assessment
- d. Detoxification observation, monitoring and supervision
- e. Medical care referral
- f. Crisis intervention referrals

2. Licensed Substance Use Disorder Treatment (LSUDT)

The Contractor shall provide LSUDT residential facilities licensed by DHCS. The LSUDT facilities shall provide twenty-four (24) hour, non-medical services. Services shall include SUDT, SUD Education (SUDE), group and individual sessions, recovery, and treatment planning services. Comprehensive SUDT services shall be provided to participants who have been assessed with a medium to high need for SUDT services.

The activities shall involve face-to-face interaction between designated program staff and participants. Attendance shall be according to a specified schedule. The scope of activities within LSUDT residential services shall include:

- a. Rehabilitative services
- b. Counseling - Individual/Family/Group
- c. SUD assessment and treatment planning
- d. Services focused on developing cognitive and behavioral skills for management of stress, anger, and violence related to criminality.
- e. Preventative and primary health care services referrals
- f. Health education services referrals
- g. Employment and educational services and/or referrals
- h. Life Skills program and/or referrals
- i. Community referrals
- j. Social and recreational activities

3. Female Offender Treatment Employment Program (FOTEP)

The Contractor shall provide twenty-four (24) hour, non-medical services to participants through a DHCS licensed female with children only residential treatment facility. The FOTEP facility shall have the ability to house participants' dependent children.

Services shall include SUDT, SUDE, group and individual sessions, detoxification service, recovery, and treatment planning services. Comprehensive treatment services shall be provided to participants who have been assessed with a medium- to- high need for SUDT. The activities shall involve face-to-face interaction between designated program staff and participants. Attendance shall be according to a specified schedule.

The scope of activities within FOTEP residential services shall include:

- a. Rehabilitative services
- b. Counseling - Individual/Family/Group
- c. SUD assessment and treatment planning

- d. Services focused on developing cognitive and behavioral skills for management of stress, anger, and violence related to criminality.
- e. Preventative and primary health care services referrals
- f. Health education services referrals
- g. Employment and educational services and/or referrals
- h. Life Skills program and/or referrals
- i. Community referrals
- j. Social and recreational activities

4. Reentry Recovery Housing (RRH)

The Contractor shall provide short term RRH facilities with minimal barriers to enrollment, so that periods of sobriety, income requirements, clean records, or clear eviction histories are not required, subject to safety and security of other housing participants, state law, or conditions of parole. Participants voluntarily reside in the RRH housing setting which is targeted toward individuals in recovery with an abstinence focus. Participants engaged in services shall be offered resources to help achieve goals focused on stable income, employment, permanent housing, and housing stability. Holistic services and peer-based recovery support are available to participants while enrolled in the RRH facility. Services shall align with the participant's choice and prioritization of personal goals of sustained recovery and abstinence from substance use. The Contractor shall ensure the following:

- a. RRH shall be made available to participants who have a self-identified need for housing and an assessed need for treatment, as measured by COMPAS.
- b. Contractors are encouraged to provide RRH to PC 290 participants.
- c. RRH facilities may be occupied by tenants other than the CDCR referrals.
- d. RRH services shall be documented and kept on file at the STOP Placement Office.
- e. Participants shall be provided with personal privacy space, twenty-four (24) hour seven (7) days per week access to the residence, and community space for resident gatherings and meetings, subject to residency guidelines or rules.
- f. Participants at RRH facilities shall be provided with prepared meals, provisions, or the ability to secure the provisions to prepare three (3) nutritionally balanced meals per day, seven (7) days per week. Upon written request and with adequate justification and verifiable support from a representative of an established and recognized religion, participants shall be provided with provisions for special diets related to their religious preferences and practices. Participants shall be provided with provisions for special diets for medical reasons with a medical practitioner's written instructions.
- g. The RRH Subcontractor shall designate an RRH House Manager and an alternative RRH House Manager to ensure the coverage detailed below. Any staffing is for the purpose of property maintenance and assuring adherence to the rules of residence only.
- h. All RRH facilities shall have a House Manager available seven (7) days per week. The House Manager shall be onsite during evening hours through the morning hours from 10:00 PM to 6:30 AM. The House Manager, or an approved designee, shall be available by telephone, seven (7) days per week and twenty-four (24) hours per day or when not on site.
- i. Participants may be discharged if their behavior conflicts with the guidelines of the RRH or disrupts or impacts the welfare and recovery of other participants that reside at the RRH. Substance use and relapse shall not be treated as an automatic cause for discharge from RRH. Instead, a participant may be referred to a level of care appropriate to their assessed need.

- j. Participants may be re-referred to the RRH if they express a renewed commitment to participating in treatment and living in a housing setting targeted to individuals in recovery.

All placements are subject to the availability of program slots and funding. Participants who are discharged or determine they are no longer interested in residing in an RRH setting, will be offered linkages and/or referrals to other housing service options, including housing operated with harm reduction principles.

5. Returning Home Well Housing (RHWH)

Subject to the approval of the California State Budget Act, the Contractor shall establish and operate a service modality known as RHWH. RHWH shall serve as an initial stabilization phase designed to provide short-term housing and basic necessities for eligible individuals, while assessments are conducted to determine appropriate service placement.

RHWH shall be available to individuals within twelve (12) months of release from incarceration. This modality is intended to be a first point of reentry engagement, supporting stabilization, assessment, resource navigation, and connections to treatment and housing services.

Upon placement into RHWH, participants shall be assessed for criminogenic needs, including but not limited to SUD, behavioral health, and housing insecurity. Based on assessment outcomes, individuals shall be referred to the appropriate STOP service modality or contract type aligned with their identified needs.

DMC services funded through the county shall be leveraged as the primary treatment option, where available. If DMC services are not immediately accessible, individuals may stay within the RHWH modality until a spot becomes available. If DMC services are not available for placement, then the participant may be placed into other STOP modalities, contingent on their assessed needs and available resources.

RHWH facilities shall not provide direct treatment services. Instead, their function is to offer short-term housing that supplies individuals with meals, hygiene products, and other basic living necessities, while also supporting transportation and access to assessment and stabilization resources.

All RHWH facilities shall have a designated House Manager present onsite seven (7) days per week during overnight hours, from 10:00 PM to 6:30 AM. The House Manager, or an approved designee, must also be accessible via telephone twenty-four (24) hours per day, seven (7) days per week, to ensure continuous support and supervision. Staff shall be responsible solely for facility oversight and ensuring compliance with residence expectations — not for the delivery of treatment services.

6. Outpatient (OP)

OP Services are provided to participants through face-to-face interaction with program staff outside of the participant's residence. Placement shall be determined based on the primary assessed need (SUDT, criminogenic). OP facilities shall be supervised during operating hours. The facility may be utilized by participants other than the CDCR referrals.

The Contractor shall provide participants who have a low to medium assessed SUDT need with OPS services. The Contractor may also engage a participant in OPS as a step-down once residential treatment is completed.

OPS may be provided through either of the following:

a. Certified Substance Use Disorder Treatment (CSUDT)

The Contractor shall provide CSUDT facilities certified by DHCS. CSUDT services are organized, non-residential services provided by staff in regularly scheduled sessions outside of the participant's residence. CSUDT staff shall provide professionally directed evaluation, treatment, and recovery services to participants under a defined set of policies and procedures. The following scope of activities provided shall address the objectives of the participant's treatment plan:

- i. Rehabilitative services
- ii. Counseling - Individual/Family/Group
- iii. SUD assessment and treatment planning
- iv. Services focused on developing cognitive and behavioral skills for management of stress, anger and violence related to criminality
- v. Preventative and primary health care services and/or referrals
- vi. Health education services and/or referrals
- vii. Employment and Educational services and/or referrals
- viii. Practical life skills counseling, education, and training services and/or referrals
- ix. Advocacy and referrals

b. Other Outpatient (OOP)

OOP Services are non-residential professional services which shall be evidence-based interventions to encourage participants to adopt a pro-social, law-abiding lifestyle and help them obtain the skills necessary to function as productive members of society. The services shall focus on helping participants to interpret social cues, identify and compensate for distortions and errors in thinking, generate alternative solutions, and make decisions about appropriate behavior. Such services are provided in regularly scheduled sessions and services function under a defined set of policies and procedures. OOP Services may include the following:

- i. Cognitive Behavioral Therapy (CBT) based interventions
- ii. Employability and job development
- iii. Education and Literacy
- iv. Life Skills
- v. Individual counseling (Non-SUDT)

D. Physical Requirements

The Contractor shall provide, at the time of proposal submission, policies and procedures describing each component identified in this section. The Contractor shall ensure all facilities are maintained in a clean, safe, secure, and sanitary living environment and remain compliant in accordance with federal, state, and local laws and licensure requirements. All repairs which affect the health and safety of participants shall be completed within twenty-four (24) hours of discovery.

The Contractor shall ensure facilities providing services under the terms of this Agreement comply with the following:

- a. Title II of the American Disabilities Act (ADA), 42 U.S.C., § 12131, et seq. Reasonable accommodations shall be made for participants with disabilities. If on-site parking is available, space shall be reserved for parking, in accordance with the ADA statute.
- b. Ensure public transportation is available within one (1) mile from the CBP facility or transportation shall be provided for medical, employment, or other external support services.
- c. Ensure no participants are locked down in the facility at any time.
- d. The Contractor shall ensure all emergency and safety equipment is tested monthly and quarterly drills are performed with results documented and available for review by the DRP.
- e. Develop and maintain written policies and procedures to ensure the safety and security of participants, staff, visitors, and the facility. Ensure the written policies and procedures include, at a minimum, instructions for the following:
 - i. Fire prevention safety requirements
 - ii. Evacuation plan
 - iii. Alerting the local fire department
 - iv. Alert notification and/or evacuation of all occupants
 - v. Emergency evacuation training
 - vi. Quarterly emergency evacuation drills
- f. Develop and maintain clear, concise and site-specific emergency evacuation diagrams and ensure they are posted throughout the facility and include the following:
 - i. Identifies the "You Are Here" location that is compatible with the building floor plan.
 - ii. Includes the location of building exits, fire extinguishers, and first aid supplies.
- g. Ensure all facilities are equipped with regularly tested smoke detectors and fire extinguishers. At a minimum, both smoke detectors and fire extinguishers shall be placed in:
 - i. Common areas
 - ii. Kitchen/break rooms (excluding Outpatient facilities)
 - iii. Sleeping area(s) (excluding Outpatient facilities)
 - iv. Laundry (excluding Outpatient facilities)
 - v. Maintenance and storage area(s) (excluding Outpatient facilities)
- h. Ensure all facilities are equipped with emergency lighting, at a minimum, in the main lobby and exit corridors and such equipment shall be operational at all times.
- i. Ensure all facilities have fully stocked first aid kits readily available throughout the facility. The telephone numbers of all local emergency service agencies shall be posted and readily available.
- j. Smoking is prohibited in accordance with state law. The Contractor shall post "NO SMOKING" signs in all sleeping areas, common areas, designated visiting areas, and in the main office of the facility in full view of participants, staff, and visitors.
- k. A list of nearby Alcoholics Anonymous (AA), Narcotics Anonymous (NA), or non-secular equivalent meetings shall be maintained and available at all times in the common area (excluding RHHW facilities).

- l. Ensure all facilities' furnishings, equipment, and appliances are operational and are replaced when necessary.
- m. Ensure all facilities have adequate classroom/treatment space for program activities (excluding RRH and RHWH facilities).
- n. Ensure all facilities maintain monthly pest control services.
- o. Ensure all facilities maintain the written policy for inventory, use, storage, and disposal of all hazardous, toxic, and volatile substances in accordance with the Hazardous Substances Information and Training Act, Chapter 2.5 (commencing with Section 6360), Part 1 of Division 5 of the Labor Code. Safety Data Sheets (SDS) shall be maintained on-site for all hazardous materials used in the facility. The SDS shall be posted and immediately accessible to staff and participants wherever these substances are used. Rooms designated for the storage of hazardous materials shall be identified with hazardous material signage. Hazardous, toxic and volatile substances shall not be stored in sleeping rooms, furnace areas, kitchens, dining areas, or in close proximity to stored food or kitchen supplies.
- p. Ensure all facilities have a secured maintenance room for the storage of cleaning supplies, tools, and equipment. Flammable substances such as gasoline, kerosene, and paint thinner shall be stored outside the facility's main structure in approved containers behind locked, properly ventilated and labeled fireproof cabinets.
- q. The facilities shall be equipped with temperature control for heating and air conditioning units. At no point should kerosene or propane space heaters be utilized at the facility due to health risks and fire hazards. The Contractor shall comply with all relevant California Building Codes (CBC) of the most recently released CBC regulations. Facilities shall also be compliant with the Building Heating and Cooling System section of the State Administrative Manual § 1805.3 - <https://www.dgs.ca.gov/Resources/SAM/TOC/1800/1805-3>.

The Contractor shall ensure residential facilities providing services under the terms of this Agreement comply with the following:

- r. All LSUDD, LSUDT, and FOTEP facilities must possess a valid license, in good standing, with DHCS as defined in Title 9 §10505 of the California Code of Regulations. The license shall indicate the ability to operate as a SUDT residential facility for the contracted capacity of participants to reside on site with sufficient living, eating, and treatment space.
- s. All LSUDT and FOTEP participants shall sign in and out of the facility indicating specific destinations. Participants shall not leave the facility prior to 6:00 am or return later than 10:00 pm, without prior approval in writing by the AOR, and as outlined in the Participant's Orientation Program Handbook. The AOR may also place additional time restrictions on a case-by-case basis.
- t. RRH and RHWH participants sign a residency agreement that clearly establishes rules, guidelines, and policy and procedures. A copy of the most current residency agreement, for each participant, shall be maintained on site. All RRH and RHWH participants shall be given the CDCR Housing First flyer (Attachment 11) upon intake and must receive one again upon dismissal from the RRH.
- u. Searches of the facility for and securing of contraband shall be in compliance with STOP policies and procedures and shall be documented. Any findings of contraband shall be reported as required by the incident reporting protocol.

- v. Adequate sleeping space to include bed frame, box spring, mattress, plastic mattress cover, pillow, and linens. Such items shall be replaced as they degrade or become damaged.
- w. Adequate space for the storage of participant(s) personal items.
- x. All issued linens shall be laundered on a weekly basis or sooner as needed. At a ratio of sixteen (16) to one (1) (16:1), access to an operational large-load washer, dryer, and detergent, shall be available at no cost to participant(s).
- y. Dining room areas shall be adequately furnished.
- z. Participants shall be provided with a wholesome and nutritionally balanced diet of three (3) meals per day. Sack lunches shall be provided to participants enrolled in LSUDT/FOTEP who are off-site during the day on authorized activities.
- aa. Menus shall be posted in locations accessible to participants. Upon written request and with adequate justification and verifiable support from a representative of an established and recognized religion, participants shall be provided with special diets related to their religious preferences and practices. With a doctor's or acceptable medical practitioner's written directions, participants shall be served special diets for medical reasons.
- bb. Food preparation shall be completed in a kitchen with adequate workspace and a functional stove, microwave oven, refrigerator, and freezer. Staff and participants preparing food shall be cleared for food handling and instructed in the requirements for sanitation and cleanliness before handling food.
- cc. Daily food services that are subcontracted shall meet the same requirements of food prepared on-site. Subcontracted food service providers shall: 1) adhere to all state and local health and sanitation codes; 2) have a valid business license; and 3) be notified in writing that the provider is subject to CDCR inspection and approval.
- dd. All food items shall be kept off the floor and stored in accordance with packaging instructions. All cleaning solutions, detergents and supplies shall be stored separately and away from food, cooking supplies, and serving utensils.
- ee. Kitchen and dining room trash shall be stored in properly sealed containers.
- ff. Staff shall conduct documented inspections of the kitchen, dining room, and food storage room to ensure that all food service equipment, furnishings, utilities, and handling practices are maintained in a safe and hygienic manner.
- gg. Ensure all facilities have secured file storage space and availability of private office space for the CDCR staff use, excluding RRH and RHHW facilities.

VIII. PROGRAMMING COMPONENTS

The Contractor shall ensure the administration of curriculum, management of the program, and reporting for each participant enrolled. The Contractor shall provide, at the time of proposal submission and within twenty-four (24) hours of any revisions, policies and procedures describing in detail how programming services at the community level will be monitored to ensure successful programming and contract compliance.

Participants shall only be placed into programming services that will address their assessed needs. Program services are to be offered on an open entry/open exit basis at various times of the day, including evenings and weekends, to accommodate participant work schedules. The Contractor shall ensure that an alternate program track is made available for those participants who have already completed a treatment regimen while incarcerated. The Contractor shall ensure all materials (e.g., workbooks, videos) utilized for the required programming are made available to the participants. Development and implementation of programming services to include the following:

A. CBT Based Interventions

The Contractor shall provide evidence-based interventions based on the principles of CBT to encourage participants to adopt a pro-social, law-abiding lifestyle and help them obtain the skills necessary to function as productive members of society. The CBT curricula shall be geared toward helping participants to interpret social cues, identify and compensate for distortions and errors in thinking, generate alternative solutions, and make decisions about appropriate behavior. At a minimum, the Contractor shall ensure the provision of CBT curricula for the following:

1. Substance Use Disorder Treatment (SUDT)

SUDT program services are delivered to participants working to overcome addiction to alcohol and/or other drugs. Treatment shall include, at a minimum, substance abuse education, relapse prevention and recovery, and treatment planning services. Attendance shall be

according to a planned and specified schedule as identified in the participant's Individual Treatment Plan (ITP).

2. Anger Management

Anger Management program services are delivered to address participants that have aggressive and anti-social behavior. The goal is to help replace out-of-control destructive behaviors with constructive pro-social behavior.

3. Criminal Thinking

Criminal Thinking program services are delivered to address participants that have anti-social thinking and criminal behavior. The curricula shall include, at a minimum, moral development, narcissism, low self-esteem, resistance to change, defensive attitudes, reasoning, and behavioral traits that lead to justice-involved activity.

4. Family Relationships

Family Relationships program services are delivered to address participants that are estranged from and/or have dysfunctional family relationships. The curricula shall include at a minimum, family and parenting skills. The Contractor shall provide liaison services between participants and their families. The goal is to strengthen and/or renew family foundations by minimizing stress and anxiety during parole and promoting healthy family values and parenting skills.

B. Employability and Job Development

The Contractor shall provide at the time of proposal submission, written policies and procedures that describe how the Employment Development Liaison, as identified in Exhibit A, Scope of Work, Section X. Personnel, Subsection L. STOP Placement Office Key Staff Positions, will work collaboratively with the Job Developer(s) or designee to ensure resources are available to transition participants into long-term sustainable work. The policies and procedures shall describe how the Job Developer or designee will assist unemployed participants based on assessed needs and the duration of their time in the program. The Contractor shall assist participants in the following areas: employment preparation, résumé writing, skill development, interviewing skills and techniques, job search and placement. The Contractor shall offer a variety of resources to transition participants into long-term sustainable work providing the participant has progressed as determined by the Case Manager and AOR. Any revisions shall be provided to the DRP within thirty (30) calendar days.

The Contractor shall:

1. Actively collaborate with employers within the awarded program area to create job opportunities for participants.
2. Notify prospective employers of the Work Opportunity Tax Credit, the fidelity bonding incentive, and any other benefit for hiring participants (refer to the Employment Development Department's website for additional information: www.edd.ca.gov).
3. Prepare and update a monthly roster of employers willing to hire participants and provide the roster to the Employment Development Liaison and/or the CDCR upon request.
4. Make appropriate referrals by utilizing the local Employment Development Department or local Workforce Investment Board, temporary employment agencies, and community job development agencies.

C. Education/Literacy

The Contractor shall provide or make available an academic literacy program for those participants with assessed educational needs. This may be in the form of a computer literacy program, a General Educational Development (GED) preparation program and/or other general adult education programs.

D. Life Skills

The Contractor shall provide, or make available, basic Life Skills program services to help participants live successfully and function in their multiple roles as members of a family, community, and workforce. Life Skills program services shall include, at a minimum:

1. Effective communication
2. Victim awareness
3. Healthy relationships
4. Health and personal hygiene
5. Financial literacy

E. Family-Focused Services/Family Reunification

Family-focused services with emphasis on family strength and recovery have shown to produce more successful outcomes, by providing more of the necessary support for the successful return to the community. The family shall be engaged in transitional planning and ongoing care through participation in activities. The Family Reunification program service component shall provide, at a minimum, the following:

1. A supervised process for participants to reunite with their children
2. Parenting skills development
3. A safe environment for reunification of participants and all family

IX. CBP SERVICE DELIVERY

The Contractor shall provide, at the time of proposal submission and within twenty-four (24) hours of any revisions, policies and procedures describing in detail how CBP service delivery at the community level will be monitored by the Contractor to ensure successful programming and contract compliance. The policy and procedures shall at a minimum include the following (a copy of these procedures shall be made available to the DRP upon request):

A. Participant Orientation

1. All participants receive a "Participant's Orientation Program Handbook" immediately upon arrival to the facility. The handbook shall include: policies and procedures governing personal conduct, employment, education, counseling, Medi-Cal enrollment, self-improvement, substance use disorders, victim awareness, mail, visiting, use of facility telephones, appeals, daily activities, passes, substance use testing, paid employment, maximum amount of cash permitted, participant grievance process, the CDCR Housing First flyer (Attachment 11), and the role of each staff person at the facility.
2. Conduct an initial orientation for each participant at the facility. At a minimum, the orientation shall consist of clear expectations of each participant, program rules and a review of the Participant's Orientation Program Handbook. An acknowledgement of the orientation shall be retained in the participant's file and signed by the participant as well as the staff who conducted the orientation.
3. At the time of proposal submission, and within thirty (30) calendar days of revisions, the Participant's Orientation Program Handbook shall be submitted to the DRP.
4. Conduct an initial orientation to all participants at facilities with children residing or visiting overnight at the facility and ensure they receive a Parent's Handbook. The Parent's Handbook shall include the following:
 - a. Parenting rules
 - b. Children's rules
 - c. Sleeping area
 - d. Meals and snacks
 - e. Personal hygiene and necessary supplies
 - f. Cooperative childcare services
 - g. School requirements
 - h. Health care services (including medical, dental, vision, mental health, and medications)
 - i. Transportation
 - j. Visitation procedures
 - k. Disciplinary actions/alternate placement
5. Conduct an initial Children's Accommodations orientation for participants with dependent children upon arrival of the dependent children to the facility. A copy of the Parent's Handbook must be provided at the initial Children's Accommodations orientation.
6. At the time of proposal submission, the Contractor shall provide a copy of the Parent's Handbook. All updates, revisions, and modifications shall be provided to the DRP within thirty (30) calendar days of the proposed changes.

B. Frequency of Services (LSUDT and FOTEP only)

Participants' programming hours may vary from week to week but shall average twenty (20) hours per week over the duration of the participant's stay. Participants shall be actively engaged in programming at least five (5) days per week; however, programming activities should be scheduled across at least six (6) days per week. There shall be a minimum of twenty-six (26) programming hours per week. Twenty (20) of those hours shall be face-to-face individual and group sessions for each participant. There shall be a minimum of six (6) hours per week of supplemental face-to-face individual and group activities; this may include participation in activities such as a 12-step self-help group. Medical appointments and health and wellness activities may count toward the supplemental six (6) hours.

Participants who are employed may reduce the amount of required programming hours in accordance with their hours worked. For every verifiable hour of employment, the participant may reduce programming hours by fifteen (15) minutes. Working hours must be verified (e.g. timesheet, paystub, etc.) and documented in the participant's file. Participants eligible to reduce programming hours via verifiable employment shall be enrolled and participate in a minimum of twenty-one (21) programming hours per week, which shall consist of 80 percent face-to-face individual and group sessions and twenty (20) percent supplemental face-to-face individual and group activities.

C. Programming Schedule

The Contractor shall ensure development and maintenance of a weekly program schedule to include all program components or services to be provided. The schedule(s) shall be offered in the morning, afternoon, and evening to accommodate participants unavailable due to work schedules and the attendance of other necessary appointments. The program schedule shall be maintained throughout the term of this Agreement.

The program schedule shall include the following information:

1. Date
2. Start time and end time
3. Title of program component or service
4. Location
5. Maximum number of participants allowed
6. Facilitator's name and title

D. Secondary Assessment

The CBP shall utilize an evidence-based secondary assessment to determine appropriate services for each participant. The assessment shall be documented and retained in the participants' case file.

E. ITP (LSUDT, FOTEP, CSUDT, and OOP only)

Upon completion of the secondary assessment, the Contractor shall ensure each participant has a treatment plan on file in accordance with DHCS licensing requirements. The target needs in the treatment plan shall be based on the secondary assessment(s) results. The Substance Use Disorder Certified Counselor (SUDCC) and/or CBT Facilitator shall ensure that both their signatures and the participant's signature is on the initial ITP. The ITP shall be retained in the

participant's case file.

All ITPs shall include the following:

1. Statement of assessed treatment needs of the participant
2. Statement of action steps that shall be taken to address the treatment needs identified in the plan
3. Target date(s) for accomplishment of action steps
4. Treatment discharge planning

F. ITP Review

Participants shall contribute and participate in their plan review. Administration of the plan review shall include notifying the participant of who the committee members are, and the purpose of the review. The program procedures for the plan review shall be inclusive of the following components:

1. A committee shall consist of the facility staff members required by DHCS, along with the Job Developer, and AOR if available.
2. The Job Developer (if applicable), SUDCC and/or CBT Facilitator are encouraged to work with the AOR to develop collective goals and tasks for the participant to achieve.
3. Documentation of the review shall be placed in the participant's case file.

G. Case Notes

The Contractor shall document all case notes in the participant's file. The case notes shall, at a minimum, document the activities the participant has engaged in to address their ITP and next steps, actions, interventions and/or referrals.

H. One-on-One Counseling Sessions

One-on-one counseling sessions shall be conducted for each participant, and allow for private, individualized, focused discussions with the participant. These sessions shall address the participant's individual reentry goals, identify and build upon personal strengths and assess high-risk situations.

I. Group Counseling

Groups that engage participants in addressing the values and behaviors that contributed to the participant's criminality, shall promote the participation and safety of the participants. The interactive group process shall build social skills by allowing the participants to practice self-disclosure, trust, communication, listening, problem-solving, etc. These groups shall be based on a discussion topic and facilitated by the appropriate CBP staff.

J. Group Ratio

The group size for each CBT program component shall not exceed an eighteen (18) to one (1) (18:1) participant to counselor/facilitator ratio.

K. Breathalyzer/Urinalysis Testing

The Contractor shall use a breathalyzer and/or any other non-invasive alcohol and drug detection devices to test participants at any time. The Contractor shall provide policies and procedures to the DRP within fourteen (14) calendar days of contract execution.

1. The Contractor shall test participants on a random basis and for probable cause if behavior is exhibited consistent with being under the influence.
2. All participants who test positive shall be reported to the AOR on the same day the test was administered.
3. Any participants refusing to test shall be reported to the AOR/Officer of the Day/Unit Supervisor immediately.

L. Discharge Plan

The Contractor is responsible for ensuring every participant has a discharge plan. Participants shall be involved in creating and updating discharge plans with their assigned SUDCC and/or CBT Facilitator. Administration of the discharge plan shall include notifying the participant as to who the committee members are, and the purpose of the review is to ensure continuity of service and transparency. A copy of the discharge plan shall be maintained in the participant's file unless otherwise approved by the DRP in writing.

A committee shall consist of the facility staff members required by DHCS, along with the Job Developer, and AOR if available.

All Discharge Plans shall include the following:

1. Residence accommodations
2. Mental health/medical information pertinent to discharge
3. Employment
4. Continued education (if applicable)
5. Transportation options
6. SUDT and/or other related treatment maintenance to include, at a minimum:
 - a. List of local area self-help group meetings
 - b. Relapse prevention information

M. Positive Reinforcements/Motivational Incentives

The Contractor shall ensure that the applicable CBP operates an ongoing Motivational Incentives program. Motivational Incentives shall consist of positive reinforcements and encourage participants to successfully complete each program phase and commit to participate in other program related services. The Contractor shall encourage the CBP to work with the AOR to develop an incentive program/process to support pro-social behavior and positive programming. Participants must be actively engaged in programming. Each motivational incentive shall receive prior written approval from the Placement Office Program Director or designee.

Motivational incentives shall not be cash-based, but may include:

1. Welcome packets, work equipment, work attire, housing vouchers, application and registration fees for GED and college, purchase of school and trade books, professional attire, and farewell packets;

2. Donated items from community organizations that shall be for participants use only;
3. Vouchers shall not exceed fifty dollars (\$50) per award. The fifty-dollar (\$50) threshold may be increased on a case-by-case basis, with prior justification and approval from the AOR and the DRP.

All incentives shall be documented and include the participants' name and CDCR number.

N. Participant Savings Fund (PSF)

The Contractor shall ensure the CBP, except CBP providers of OPS, OPNS, RRH, and RHHW services, establishes a PSF for participants enrolled in the program.

1. Participants shall be required to place seventy-five (75) percent of their net income into the PSF. While participants are enrolled in the network, the remaining twenty-five (25) percent of their net income shall not be used to purchase expensive personal items, e.g. automobiles, motorcycles, stereo sets, or jewelry, without prior written approval from their assigned AOR. All governmental cash assistance programs shall be considered as income and treated with the same procedure set in place for participants while in the network. If a participant is removed from the program either voluntarily or involuntarily (including absconders), but has funds left in their PSF, the Contractor shall ensure the CBP forwards a check to either the AOR or the participant, as designated by the AOR, no later than three (3) business days after removal from the facility.
2. The Contractor shall ensure the CBP maintains accounting records necessary to provide for the recording of all transactions that correspond with the PSF. The accounting system shall also provide accurate and current information relating to each individual participant's record included within the PSF. All entries to the PSF shall be supported by sufficient and relevant source documentation.
3. The Contractor shall ensure the CBP conducts monthly reconciliations to ensure the accuracy of the accounting records. The PSF shall not be utilized for the expenditures relative to the operation of the facility or any other expenditure not authorized by the participant and approved by the assigned AOR.
4. The Contractor shall ensure the CBP retains a file of all financial data relevant to each individual participant. Data shall include but is not limited to paycheck and paycheck deduction records, and PSF transactions. The Contractor shall retain such records for three (3) years from the date the participant leaves the facility.

O. Self-Administered Medication

The Contractor shall ensure the CBP allows for the provision of self-administration of medication by participants at LSUDD/LSUDDT/FOTEP facilities through the following:

1. Each facility shall have a secure medicine cabinet in an area controlled by staff. Medication shall be monitored via log sheets on each medication that includes the participant's name, CDCR number, and dosage.
2. The log shall also identify the date and time medication was observed being self-administered, amount of medication remaining, name, date and initials of staff that observed the self-administered dosage, and the participant's signature.

3. All outdated and discarded medications shall be properly disposed of in accordance with Title 9 of the CCR and federal guidelines. Disposal of sharps shall be in accordance with Health and Safety (H&S) Code §§ 118275-118320. Disposal of medication and sharps shall be documented in the daily logbook with two (2) signatures to verify the date and method of disposal. Labels on the packaging shall be destroyed. In addition, each STOP facility shall have a locked and refrigerated storage area for medication requiring refrigeration.

P. Passes

All participant passes shall be maintained in the participant's file and participants adhering to the STOP program requirements shall be allowed community leave, which includes overnight visits for family reunification. The noted passes shall be limited to the time necessary to accomplish the stated purpose. The participant shall return to the facility with documented verification of his/her authorized activities.

Passes shall be issued for up to twelve (12) hours per pass, unless prior written approval is obtained from the AOR and shall be taken between the hours of 6:00 am through 10:00 pm.

Q. Participant Medical Care (LSUDD, LSU DT, CSU DT and FOTEP only)

The Contractor shall ensure the CBP provides the following:

1. Development and implementation of written procedures for both routine and emergency medical care of participants. The procedures shall address actions to be taken in the event of the death of a participant and incorporate the CDCR's procedures. No participant shall be denied the opportunity to seek medical attention.
2. Implementation and maintenance of a provider network capable of accommodating participation in Medically Assisted Treatment (MAT).
3. Appropriate reasonable accommodations and plans for participants with special needs shall be documented.
4. The Contractor shall coordinate with the DRP and DAPO immediately to determine a course of action upon notification that a participant's health-related problem interferes with a participant's ability to remain at a facility. If the participant can remain at the facility, the Contractor shall provide the participant adequate information to secure the necessary medical appointment and assist with transportation.
5. Intake screening for participants that include citizenship status, Veteran status, American Indian/Alaskan Native status, and medical and/or mental health conditions.
6. Health care coverage application assistance shall be provided to participants who: did not apply for health care coverage while incarcerated; do not currently have health care coverage; have had their health care coverage suspended or terminated; or do not have the means to pay for health care. The following health care coverage applications and/or renewal assistance shall be provided:
 - a. Affordable Care Act (ACA)
 - b. Medi-Cal
 - c. Retirement, Survivors, and Disability Insurance
 - d. Supplemental Security Income (SSI)
 - e. Veterans Affairs Health Benefits

- f. Indian Health Services
- g. Other health care coverage, as applicable

R. Clothing and Shoes

The Contractor shall ensure the CBP refers participants to local, charitable organizations for clothing needs and/or maintain an adequate on-site clothing locker.

S. Property

The Contractor shall ensure the CBP provides protection and disposition of participant property in accordance with the CDCR policy (DOM § 54030) and state law (PC § 5061-5065). The Contractor shall ensure that the CBP includes in their procedures inventory upon reception, secure storage during residency, and disposition when the participant exits from the program.

T. Community Partnerships

The Contractor shall foster ongoing public and private partnerships with community agencies and providers to better serve participants and ensure seamless delivery of services. The Contractor shall conduct community outreach by meeting monthly with local agencies and parole offices to promote their program and develop a collaborative network of service-based connections for participants. The Contractor and CBP shall link participants with community partners and or resources to address the participants' specific needs. The Contractor shall provide information to community partners on existing programs/services and maintain current and accurate resource materials.

X. PERSONNEL

The Contractor shall provide the required staff for the overall administration of the program in compliance with State and County rules, directives, and evidence-based practices. The Contractor's key staff positions and responsibilities are listed below; however, actual classification titles may vary.

The Contractor shall provide effective coverage during their posted hours of operation. Contractors having more than one (1) contract shall not use full-time STOP staff for other contracts. Full-time STOP staff positions shall not supervise or provide program services to individuals who are not a part of the STOP population. Full-time staff is defined as an employee who works forty (40) hours per week at the program. Part-time STOP staff may be allowed to work with non-STOP contracts, in which case the STOP employee's projected time base for each contract shall be noted in the required staffing plan. The Contractor shall provide, at the time of proposal submission, policies and procedures describing each component in this section.

A. Personnel Management

The success of the program relies on the collaboration between the CDCR and contract personnel. This working partnership must be maintained to ensure the integrity of the program. The CDCR and Program Director, in their respective roles and responsibilities, shall work collaboratively to provide services to participants by:

1. Maintaining open lines of communication and information sharing
2. Upholding mutual respect
3. Dressing professionally in business attire and adhering with all applicable CDCR, DOM requirements. Currently, see DOM, Article 21, §33020.4 letter (e) non-peace officer employees (subject to change)

4. Reporting contract staff overfamiliarity and ethics violations

B. Contractor Leadership & Supervisory Standards

Contractor staff shall comply with ethical and moral standards of any social service profession, certification, or license, and the CDCR requirements at all times.

The Contractor shall establish standards of professionalism (including boundaries) and training of all staff, communicating the inherent risk and dangers associated with working among justice-involved populations including personal safety.

The Contractor shall recruit, train, supervise, and maintain qualified staff necessary for the successful operation of this Agreement. For staff to provide effective services to participants and maintain a rehabilitative environment, the Contractor shall ensure the following conditions are met:

1. Maintain a consistent and supportive environment for both staff and participants
2. Maintain appropriate and professional boundaries between staff and participants
3. Ensure supervisory coverage during all designated programming hours
4. Serve as an appropriate role model for staff and participants
5. Develop professional rapport with all stakeholders and participants that is mutual, collaborative, and responsive to all parties' needs
6. Stay current on staff training needs, opportunities, and issues

C. Staffing Plan

The Contractor shall develop and submit a staffing plan at the time of proposal submission. The staffing plan shall be maintained throughout the term of the Agreement and updated annually. The plan must ensure full staffing levels for all programming services, detailing recruitment and selection processes, and addressing contingencies for staffing shortages. It shall identify part-time and full-time staff and their time allocation to the STOP program. The CDCR reserves the right to request a copy of the current staffing plan as needed. Any changes to the staffing plan must be approved by the DRP.

The plan shall include job descriptions and/or duty statements, minimum qualifications, and tasks for each position, along with employment applications, résumés, and diplomas as recruitment occurs. It must comply with established staffing ratios and the Exhibit B-1.1 through B-1.5, Budget Proposal Rate Sheet.

Based on program size and services at each STOP facility, the Contractor shall utilize the identified staff positions outlined in Exhibit A, Scope of Work, Section X. Personnel, Subsection M. CBP Key Staff Positions, to deliver program components effectively.

The Contractor may identify positions and hire staff beyond the STOP Placement Office Required Staffing outlined in this Exhibit A, Scope of Work, Section X. Personnel, Subsection L. STOP Placement Office Key Staff Positions. The recruitment and selection of these additional staff will be at the sole discretion of the Contractor; however, these staff shall also go through the Provisional and Security Clearance processes outlined in this Agreement.

D. Employment Practices

The Contractor shall ensure employment practices include at a minimum:

1. Work hours and overtime
2. Staff benefits (e.g., vacation, sick leave, insurance, retirement, etc.)
3. Promotions
4. Pay increases
5. Hiring and termination conditions
6. Discrimination and sexual harassment policy in compliance with State and Federal laws
7. Nepotism policy in accordance with the CDCR's rules and regulations that prohibits direct supervision and work performance evaluations of immediate family members
8. Fraternalization policy in compliance with CCR, Title 15, § 3400, Familiarity, which prohibits employees from fraternizing with participants and their families.

The personnel manual will include policies on employee performance, a drug-free workplace, and staff conduct, as well as contingency and grievance procedures.

E. Resignations, Separations, and Vacancies

STOP Placement Office staff vacancies and affiliate CBP vacancies shall be brought to the immediate attention of the DRP. Vacancies require the immediate recruitment of new, qualified staff, and shall be filled within ninety (90) calendar days from the date of the initial vacancy. The Contractor may fill temporary vacancies internally by a temporary reassignment of existing qualified staff who meets minimum qualifications for the vacant positions. A temporary vacancy is defined as a vacancy of less than sixty (60) calendar days, unless an exception is approved by the DRP on a case-by-case basis. The STOP Placement Office is responsible for ensuring all CBPs maintain full staffing.

F. Hiring

1. Duty Statements

The Contractor shall submit a duty statement for each contract-funded position to the CDCR upon proposal submission. After the CDCR review and approval, the Contractor is required to maintain a signed duty statement for each hired position and shall provide the CDCR with a copy, upon request. The duty statement shall detail the total work required for each authorized position and at a minimum identify the following:

- a. Position title
- b. Position number (each position must have a unique position number)
- c. Minimum qualifications and experience
- d. Desirable characteristics
- e. Lines of reporting authority required and assigned to the position
- f. Position title(s) and number of staff to be supervised (if applicable)
- g. Description of the responsibilities, duties, and tasks to be performed

2. Hiring Practices

Prior to a non-affiliate CBP hiring a candidate to fill a position, the STOP Placement Office is

responsible for ensuring a hiring package has been reviewed and all minimum qualifications for the position have been met. Once the hiring review has been completed, the STOP Placement Office is responsible for submitting a CDCR 2311 Background Security Clearance Application (Attachment 12), to the DRP for Provisional Clearance processing.

An employee with a justice-involved background whose assigned duties involve administrative or policy decision-making, accounting, procurement, cashiering, auditing, or any business-related administrative function shall be fully bonded to cover any potential loss to the State or the Contractor.

Evidence of the bond shall be supplied to the DRP prior to employment of the individual.

G. Minimum Qualification (MQ) Waiver

The Contractor shall make reasonable attempts to fill all positions with a qualified candidate(s). The Contractor may submit a MQ Waiver Request to the DRP to hire an individual who does not meet minimum qualifications. Requests for a waiver will be considered on a case-by-case basis and will be granted only temporarily (not to exceed twelve (12) months), unless otherwise approved in writing by the DRP while the Contractor continues to seek a qualified individual or until the hired

individual becomes qualified, whichever occurs first. A waiver of the minimum qualifications must be approved in writing by the DRP.

H. Provisional Clearances

The CDCR reserves the right to approve or deny any provisional clearances for staff and has the authority to immediately terminate provisional clearances.

The Contractor shall develop and implement written Provisional Clearance policies and procedures that include the following:

1. The CDCR 2311, Background Security Clearance Application (Attachment 12) shall be submitted as indicated in the hiring package for any individual who will be working in regular contact with the participants. The CBP shall submit the CDCR 2311, Background Security Clearance Application (Attachment 12) to the Contractor, who shall review the form for completion and accuracy. The Contractor shall submit the completed CDCR 2311 form to the DRP.
2. Once the Contractor obtains the provisional clearance approval documentation, the Live Scan form will provide by Office of Peace Officer Selection (OPOS) CDCR 3056 form. The CDCR 3056 form is provided by the Live Scan unit once provisional clearance has been granted.
3. Potential staff shall take the Office of Peace Officer Selection (OPOS) CDCR 3056 form to a Live Scan location approved by the Department of Justice (DOJ).
4. Once the Live Scan is complete, the Contractor shall return the completed Office of Peace Officer Selection (OPOS) 3056 form to DRPCRSLS@cdcr.ca.gov and fax to the Office of Peace Officer Selection at (916) 255-3302 within twenty-four (24) hours.[YB1]

I. Security Clearance and Live Scan

The CDCR reserves the right to approve or deny any security clearances and has the authority to immediately terminate security clearances. The Contractor shall develop and implement written Security Clearance and Live Scan policies and procedures that include the following:

1. All current and potential staff, volunteers and any individual who will be in regular contact with the participants shall undergo a thorough security clearance. All Live Scan fees associated with the background check shall be borne by the Contractor.
2. Once the Contractor obtains the provisional clearance approval documentation, the CDCR will provide the CDCR 2311 Background Security Clearance Application (Attachment 12).
3. Potential staff shall take the CDCR 2311, Background Security Clearance Application (Attachment 12) to a Live Scan location approved by the Department of Justice (DOJ).
4. Once the Live Scan is complete, the Contractor shall return the completed CDCR 2311, Background Security Clearance Application, (Attachment 12) to DRPCRSLS@cdcr.ca.gov and fax to the Office of Peace Officer Selection at (916) 255-3302 within twenty-four (24) hours.
5. The CDCR will approve or deny all security clearances.
6. Criteria for denial or approval of security clearances include the following:
 - a. The Contractor and Subcontractor shall not employ individuals with a conviction history involving drug trafficking during incarceration, escape or aiding/abetting escape, battery on a Peace Officer or Public Official, or any violations of PC §§ 4570-4577 (Unauthorized Communications with Prisons and Prisoners).
7. Certain applicants, volunteers, and Subcontractors will require the DRP review as a result of their justice-involved history. These case-by-case reviews will consider factors such as the individual's justice-involved conduct, the type of work to be performed by the individual, the time elapsed since the justice-involved conduct, and the individual's own rehabilitative efforts. The DRP shall review the following individuals on a case-by-case basis and provide a written determination of whether the applicant will be approved to work with the DRP participants:
 - a. Individuals that fall under PC 457.1 shall have completed registration requirements, and employment will not violate those requirements.
 - b. Individuals with a conviction history involving a serious felony offense as defined by PC 1192.7
 - c. Individuals with a conviction history involving a violent felony offense as defined by PC 667.5(c).
8. Individuals who are on active supervision will require the DRP review as a result of their justice-involved history. These case-by-case reviews will consider factors such as the individual's justice-involved conduct, the type of work to be performed by the individual, the time elapsed since the justice-involved conduct, and the individual's own rehabilitative efforts.

The DRP and the DAPO designee(s) shall review individuals who are on active supervision on a case-by-case basis and provide a written determination of whether or not the applicant will be approved to work with the DRP participants. The approval will be consistent with the DOM, regulations, the statutes, and meet the following criteria:

- a. In good standing, as determined by the CDCR or County Probation.
- b. Must have the AOR or Probation Officer written approval on department letterhead.

- c. Must not reside or be enrolled as a participant at the program for which they are requesting security clearance.
 - d. Must follow all terms and Conditions of Parole, Probation, and registration requirements (with respect to PC § 290 registration, refer to below requirements).
 - Individuals that fall under PC 290 shall have completed registration requirements, and employment will not violate those requirements. PC § 290 registrants must follow all terms and conditions of Parole, shall have completed a minimum of fifty (50) percent of the Parole Supervision term, and must have successfully completed or are actively participating in any and all sex offender specific treatment services.
9. The Contractor is responsible for notifying the DRP of employment termination of any individual who has received a security clearance from the CDCR. The Contractor must submit CDCR 1797, No Longer Interested Notification (Attachment 13) to DRPCRSLS@cdcr.ca.gov and the DRP Program Analyst.

J. Staff Training

The Contractor shall ensure staff participation in training that clearly defines the knowledge and skills necessary for the effective management of participants and the supervision of their activities specific to STOP. This training may be done in collaboration with the CDCR.

The Contractor shall provide documented evidence that its employees receive forty (40) hours of applicable orientation and training within their first year on the job and forty (40) hours of training annually thereafter. This training must be consistent with the duties and responsibilities of the staff position and documented in the employee's personnel file.

All STOP staff shall be trained in first aid and Cardiopulmonary Resuscitation (CPR), within the first six (6) weeks of employment and renewed prior to certificate expiration thereafter. A valid certificate of completion shall be maintained in the employees' personnel files.

K. Personnel Requirements

The Contractor will maintain complete personnel records, conduct annual performance evaluations, and notify the DRP of staff changes for all Contractor staff at the Placement Office. The Contractor shall not be responsible for maintaining CBP personnel records. A copy of the Employee Handbook must be provided at the time of proposal submission and within five (5) business days of any revision.

The Contractor shall establish minimum competencies for staff positions providing services to participants. Competencies shall be expressed in terms of knowledge, skills, abilities, experience, and education.

The Contractor is responsible for hiring and supervising the CBP staff required to fulfill all functions of the Agreement. The Contractor shall confirm that CPB staff are in compliance with all required training. The Contractor shall ensure sufficient staffing levels to deliver all program components as specified in the Agreement. Additionally, all staff responsible for program curriculum delivery must meet the requirements outlined in the Agreement.

L. STOP Placement Office Key Staff Positions

The Contractor shall provide the required staff for the overall administration of the program in compliance with state and county rules, directives and evidence-based practices. The Contractor staff responsible for program curriculum delivery shall meet all skills, abilities, and knowledge.

Position descriptions and minimum qualifications shall conform to the requirements listed below:

1. Program Director (One [1] Full-Time Position)

The Program Director is a full-time position employed by the Contractor, responsible for overall STOP administration and coordination with the CDCR. This includes planning, staff selection, monitoring program effectiveness, negotiating Subcontractor agreements, managing invoices, submitting reports, and ensuring contract compliance.

Responsibilities shall include the following:

- a. Maintain overall administrative responsibility for the delivery of program services.
- b. Plan, direct, and coordinate all program activities.
- c. Hire and train staff.
- d. Oversee the budget and ensure that operational costs do not exceed the funding and work with the DRP.

Minimum Qualifications:

The Program Director shall possess either:

- a. A Bachelor of Arts (BA) or Bachelor of Science (BS) degree in the Social Sciences or a related field and one (1) year of experience working with a justice-involved population; or
- b. A minimum of sixty (60) college units and four (4) years of supervisory experience working with the justice-involved or related population; or
- c. Six (6) years of staff supervisory experience working with a justice-involved or related population.

Additional experience may be substituted on a year for year basis for the educational requirement.

A minimum of five (5) cumulative years of documented experience demonstrating a history of administrative or program responsibility in services for participants or other justice-involved populations may be substituted for the educational and work experience.

2. Reentry Assessment Coordinator (Minimum of One [1] Full-Time Position)

The Reentry Assessment Coordinator is responsible for assessing individuals for placement based on their criminogenic needs, including SUD. The Reentry Assessment Coordinator will work out of the parole offices within their designated program area.

Responsibilities include:

- a. Conduct criminogenic assessments to identify risks and needs, with an emphasis on substance use and related factors.
- b. Generate tailored placement recommendations based on assessment results, aligning individuals with suitable STOP program modalities.
- c. Collaborate with parole and program staff to coordinate referrals and ensure timely, appropriate placements.
- d. Assist with placement logistics and support, verifying program capacity and participant readiness based on assessment outcomes.

Minimum Qualifications:

The Reentry Assessment Coordinator shall possess a minimum of two (2) years of experience

conducting assessments with justice-involved populations, ideally with a focus on criminogenic needs and/or substance use disorders.

3. STOP Case Manager (Part-Time or Full-Time Positions)

The STOP Case Manager is responsible for providing casework services, including intake, assessments, placements, case management, and coordination with DAPO. Caseload ratios should not exceed a participant to case manager ratio of fifty (50) to one (1) (50:1) without prior approval in writing from the DRP.

Responsibilities shall include the following:

- a. Provide interactive services to the STOP participants.
- b. Develop CMPs for participants.
- c. Develop and monitor the participants' progress relative to their CMP through all phases of the program.
- d. Make appropriate referrals to outside agencies as necessary.
- e. Maintain progress notes in participant files.
- f. Keep the AOR apprised of participant's progress.
- g. Develop discharge plans.

Minimum Qualifications:

The STOP Case Manager shall possess two (2) years of experience working in a SUDT program providing case management services.

4. Community Service Representative (CSR) (Minimum of One [1] Full-Time or Part-Time Position)

This position is responsible for conducting ongoing contacts with incarcerated individuals through the DRP In-Prison Programs and resource fairs. They will also collaborate with DAPO staff, attend meetings at parole units within their corresponding Program Area, and ensure a continuum of care from In-Prison program services to the STOP network of post-release services by coordinating placements via the STOP Placement Office.

Responsibilities include the following:

- a. Provide interactive services to the incarcerated population and the CDCR staff.
- b. Confer with the STOP Transportation Coordinator to facilitate the transportation of participants.
- c. Assist in the development of community transition plans.
- d. Assist with appropriate referrals to community programs.
- e. Keep DAPO and STOP Placement Office staff apprised of the community transition plan.

Minimum Qualifications:

The CSR shall possess two (2) years of experience working in a SUDT program and must qualify for gate clearances into the CDCR institutions.

5. Administrative Staff (Part-Time or Full-Time Positions)

The Contractor shall be responsible for identifying all administrative duties essential to this Agreement and the staff necessary to accomplish these tasks.

6. Employment Development Liaison (One [1] Full-Time Position)

The Employment Development Liaison, based at the STOP Placement Office, supports job development and pre-employment services within the Program Area. They are familiar with

pre-employment services, transitional work opportunities, long-term career opportunities, and have a basic knowledge of the expungement process, its benefits, and can provide information or referrals for expunging a justice-involved record or obtaining a Certificate of Rehabilitation.

Responsibilities shall include the following:

- a. Coordinate and monitor job development services taking place at STOP facilities within the Program Area.
- b. Provide support for Job Developers working at STOP subcontracted facilities.
- c. Develop a network of prospective employers (e.g., trade associations, labor unions) within the Program Area that will work with participants to secure gainful employment.
- d. Liaison with DAPO and the DRP on employment related policy issues.
- e. Collect and maintain employment data for the Program Area.

Minimum Qualifications:

The Employment Development Liaison shall possess two (2) years of experience as a Job Developer, Employment Specialist, or similar position.

7. Housing Navigator (One [1] Full-Time Position)

The Housing Navigator facilitates successful reentry into the community by ensuring participants have access to safe, affordable housing after incarceration.

Responsibilities include the following:

- a. Experience working with individuals who are chronically homeless and/or those at risk of becoming homeless.
- b. Knowledge of Public Housing Authority and Housing subsidy is ideal (i.e., Housing Choice Vouchers, Shelter Plus Care, Veteran's Affairs Supportive Housing (VASH), permanent supportive housing, affordable and market rate housing, and other housing opportunities).
- c. Assist clients with housing applications, complete supportive and subsidized housing paperwork, survey rental market for affordable housing, and advocate for clients with prospective landlords.
- d. Provide individualized client support by assessing housing needs, helping to develop discharge plans that address their barriers and connecting participants to permanent housing options.
- e. Conduct outreach in the community routinely including daily, weekly, monthly; and participate in community events throughout the program area to establish access to housing options.
- f. Work to recruit landlords and establish working relationships for the benefit of clientele.

Minimum Qualifications:

The Housing Navigator shall possess either: an Associate of Arts (AA) or Associate of Science (AS) degree from a granting institution accredited by the Western Association of Schools (WASC), or equivalent, and a minimum of one (1) year of experience in a similar position; or a minimum of two (2) years of experience in a similar position.

8. Transportation Coordinator (One [1] Full-Time Position)

The Transportation Coordinator is responsible for facilitating the transportation of participants upon release from designated CDCR institution locations to locations as identified by the receiving STOP Placement Office and upon completion of STOP services to the participant's parole unit.

Minimum Qualifications:

The Transportation Coordinator shall possess a valid California driver's license.

9. Data Entry Coordinator (Part-Time or Full-Time Positions)

This position is responsible for the entry of all data into ARMS in accordance with the Data Rules and Reporting Timeframes, exporting data, and will be the designated point of contact to address data quality and systems issues.

M. CBP Key Staff Positions

The Contractor shall ensure the CBP's provide the required staff for the overall administration of the facilities, and they are in compliance with State and County rules, directives and evidence-based practices. The Subcontractor staff responsible for program curriculum delivery shall meet all skills, abilities, and knowledge.

Staff providing modality services for the participants shall be approved for hire as follows: staff employed by CBPs must be approved by STOP Placement Office, affiliate CBP staff must be approved by the DRP. Position descriptions and minimum qualifications shall be in compliance with DHCS licensing and certification requirements, as applicable.

1. Residential Program Manager/Director (One [1] Full-Time Position per facility)

There shall be a Residential Program Director at each LSUDT, LSUDD, and FOTEP facility. The Residential Program Director shall be designated by the Contractor to act on their behalf in the overall management and operation of the residential program. The Residential Program Director shall have knowledge of SUDT related problems, the recovery and treatment process, CBT Interventions (CBTI), and shall have sufficient administrative, management and personnel skills to direct the program. This position is responsible for securing storage of participant records.

Minimum Qualifications:

The Residential Program Manager/Director shall possess a minimum of two (2) years of experience in the field of SUD treatment and recovery or other related fields.

2. Outpatient Program Manager/Director (One [1] Full-Time Position per facility)

There shall be an Outpatient Program Manager/Director at each CSUDT, and Other Outpatient Program (OOP) facility. The Outpatient Program Manager/Director shall be designated by the Contractor to act on their behalf in the overall management and operation of the outpatient program. The Outpatient Program Manager/Director shall have knowledge of SUDT (applicable only to CSUDT); CBTI (applicable to CSUDT and OOP), the recovery and treatment process (applicable to CSUDT and OOP), and shall have sufficient administrative, management and personnel skills to direct the program (applicable to CSUDT and OOP). This position is responsible for the secure storage of participant records.

Minimum Qualifications:

The CSUDT Outpatient Program Manager/Director shall possess and maintain a valid California certificate or license, which is in good standing without current disciplinary action with their respective licensing Board.

3. Licensed Clinician (FOTEP only) (Part-Time or Full-Time Positions)

There must be a Licensed Clinician at each FOTEP facility to ensure participant caseload ratios

have been met. FOTEP Licensed Clinician to participant caseload ratios shall not exceed one (1) to twelve (12) (1:12).

The licensed clinician(s) must be one of the following:

- a. Licensed Clinical Social Worker (LCSW)
- b. Licensed Marriage, and Family Therapist (LMFT)
- c. Licensed Psychologist
- d. Intern registered with the California Board of Psychology or the California Board of Behavioral Sciences

Required Experience:

- a. Working knowledge of trauma-informed principles, including safety, trustworthiness, choice, collaboration, and empowerment.
- b. Proven ability to apply gender-responsive strategies that recognize the unique needs, risks, and pathways to substance use and incarceration among women. Any other

services offered through the gender-responsive treatment, as outlined in this Agreement, that require a licensed clinician, family counseling and reunification activities.

- c. Experience using evidence-based practices, such as: Seeking Safety, CBTI, Motivational Interviewing, Relapse Prevention, Familiarity with ASAM criteria and Diagnostic and Statistical Manual (DSM) 5 diagnostic tools, and the ability to develop culturally relevant, client-centered treatment plans and facilitate both individual and group sessions.

Minimum Qualifications:

The Licensed Clinician shall:

- a. Possess and maintain a valid California license issued by the Board of Behavioral Sciences, or Board of Psychology which is in good standing without current disciplinary action.
- b. Minimum two (2) years of post-licensure clinical experience working in behavioral health, SUD, or correctional settings.
- c. Demonstrated experience in providing gender-responsive, trauma-informed care, particularly to:
 - i. Women with histories of interpersonal violence;
 - ii. Justice-involved individuals; and/or
 - iii. Clients with co-occurring SUD and behavioral disorders.

All Licensed Clinicians fall within the definition of "mandated reporter" under PC 11165.7(a) (21) and are required to report suspected child abuse or neglect. Failure to meet this requirement will be addressed via the sanctions for non-compliance process at the CDCR's discretion.

4. Substance Use Disorder Certified Counselor (SUDCC) (Part-Time or Full-Time Positions)

The SUDCC(s) or Alcohol and Other Drug (AOD) Counselors are responsible for the delivery of the face-to-face treatment and all treatment related activities. The counselor to participant caseload ratios shall not exceed one (1) to twenty-five (25) (1:25).

Duties and responsibilities shall include the following:

- a. Conduct initial interviews/assessments of participants assigned to the program.
- b. Conduct group SUDT counseling sessions, at a one (1) to twenty-five (25) (1:25) ratio.
- c. Evaluate the progress of each participant through one-on-one counseling sessions.

- d. Work directly with participants to develop and implement treatment plans.
- e. Work with the participant's family to create a support network for the participant's return to the community.
- f. Participate in case conferences for each participant assigned to the caseload.
- g. Notify the Program Manager, Program Director, and the DRP of any problems/issues involving any program/services or participants.

Minimum Qualifications:

The Substance Use Disorder Certified Counselor (SUDCC) shall possess and maintain a valid California certificate or license, which is in good standing without current disciplinary action with their respective licensing Board.

Staff providing SUDT counseling services such as: intake, assessments, treatment planning, individual or group counseling, or transitional planning to the participants are required to have a SUDCC or AOD certification from an accredited organization recognized by the DHCS within six (6) months of hire, and a MQ Waiver approved by the STOP Contractor Program Director or designee. Licensed professionals, including licensed physicians, psychologists, clinical social workers, and registered interns are exempt from this certification requirement.

5. Cognitive Behavioral Therapy (CBT) Facilitator (Part-Time or Full-Time Positions)

The Cognitive Behavioral Therapy (CBT) Facilitator is responsible for the delivery of treatment curriculum to the participants. The participant to facilitator ratio shall not exceed eighteen (18) to one (1) (18:1).

Duties and responsibilities shall include the following:

- a. Be trained as facilitators in the evidence-based CBT curricula selected to address Anger Management, Criminal Thinking and Family Relationships.
- b. Deliver the selected evidence-based CBT programs.
- c. Deliver Life Skills program to participants.
- d. Evaluate progress of participants with the Case Manager and SUDCC or AOD Counselor.
- e. Work with participants on their CMP(s).

Minimum Qualifications:

The CBT Facilitator shall possess two (2) years of experience providing CBT services in a SUDT program.

6. Job Developer (Part-Time or Full-Time Positions)

The Job Developer provides direct services to participants who have demonstrated that they are ready to transition to employment. Duties and responsibilities shall include the following:

- a. Assess participants to identify employment and/or training needs in order to assist with securing employment and/or training.
- b. Work with the Employment Development Liaison assigned to the Program Area to build and access a network of prospective employers.
- c. Make referrals to or provide employment services that include, résumé writing, mock interviews, time management, social skills for the work environment, and how to follow instructions.
- d. Assess participants to determine training and Career and Technical Education (CTE) needs.
- e. Assist in formulating plans to achieve occupational goals and refer participants to

- appropriate employers, training and educational facilities or other community agencies and organizations.
- f. Provide counseling to assist participants in analyzing and evaluating their skills and aptitudes for employability.
 - g. Provide information on occupational opportunities, job requirements, training and rehabilitation resources.
 - h. Assist participants with assembling documents as necessary to legally work within California (e.g. California ID, Social Security Card, etc.);
 - i. Identify the benefits of completing the justice-involved record expungement process;
 - j. Provide information or a referral on how to expunge a justice-involved record, and obtain a Certificate of Rehabilitation;
 - k. Mentor the participants in disclosing appropriate information regarding past convictions and/or parole status to the employer;
 - l. Assist participants in locating and securing employment, college enrollment or CTE training;
 - m. Work with participants once they have been employed to address issues that may arise after job placement;
 - n. Obtain verification of participants' employment;
 - o. Identify and establish a working relationship with local area employers to assist with the recruitment of participants; and
 - p. Participant to Job Developer ratios shall not exceed the ratio of fifty (50) to one (1) (50:1). An exception may be granted, based on assessed need, and shall be permitted with prior written approval by the DRP.

Minimum Qualifications:

The Job Developer shall possess a minimum of four (4) years of experience in workforce development, career counseling, social services, or a related field providing direct support to individuals seeking employment or training opportunities. Experience working with justice-involved individuals or underserved communities is strongly preferred.

7. Reentry Recovery Housing (RRH) House Manager (One [1] Full-Time Position per facility)

Duties include property maintenance and assuring adherence to the rules of residence, which ensure an alcohol and drug free environment. RRH staff must ensure housing is focused with the goal of sustained recovery for all residents.

Minimum Qualifications:

None.

8. Monitor (Part-Time or Full-Time Positions)

Duties and responsibilities shall include the following:

- a. Monitor facility and participants after business hours, seven (7) days a week, including holidays;
- b. Assist Case Manager with the delivery of participant services and activities, as necessary; and
- c. Functioning as the facility's receptionist and performing office clerical duties within the facility.

The Contractor is required to have a maximum participant to monitor ratio of twenty-five (25) participants to one (1) monitor (25:1) on duty twenty-four (24) hours per day.

The participant to monitor ratio may be adjusted on a case-by-case basis with prior written approval from the DRP.

Minimum Qualifications:

The Monitor shall be at least twenty-one (21) years of age and demonstrate the ability to respond effectively and recognize substance abuse situations.

9. Cook (If food services are not subcontracted) (Part-Time or Full-Time Positions)

Responsibilities and duties include the following:

- a. Oversee the safe and efficient operation of the culinary area.
- b. Supervise the Assistant Cook(s) (optional).
- c. Purchase and properly store food.
- d. Plan and serve meals.
- e. Ensure kitchen activities conform to policy and procedures and with State and local health department sanitation requirements.
- f. Develop and follow approved menus that meet nutritional standards consistent with the CDCR regulations, policy, and procedures.
- g. Prepare meals for the participants housed at the facility.

Minimum Qualifications:

The Cook shall possess one (1) year experience in the efficient operation of a culinary area, and a California Food Handler Card, or obtain a California Handler Card within thirty (30) calendar days of hire.

XI. SUBCONTRACTOR RESPONSIBILITIES

A. Subcontractor Changes

The Contractor shall ensure changes in Subcontractors or Consultants, as defined in Exhibit B-1, Line Item Budget Guide, during the term of the contract shall be subject to the following requirements:

1. If the Contractor determines a change in Subcontractors is required, they must notify the DRP Headquarters in writing within five (5) business days of the determination. The DRP reserves the right to deny any Subcontractor change.
2. Subcontractors must be procured utilizing methodology that is consistent with the State of California procurement and contracting requirements. Prior to any Subcontractor award, the DRP must review the procurement methodology to ensure it is consistent with State practices.
3. Small Business (SB) and DVBE Subcontractors shall be replaced only with other SB or DVBE Subcontractors.
4. Sole source or specific evaluation criteria require prior written approval from the DRP. Failure to comply with the requirements may result in delay or disallowance of payments of invoices.

B. Subcontract Reimbursement

1. The Contractor shall ensure that all Subcontractors (affiliate or non-affiliate) are reimbursed within forty-five (45) calendar days of receipt of a Subcontractor's invoice. Compensation to

STOP Subcontractors shall be for actual utilization of services rendered. All Subcontractor invoices must have supporting documentation verifying the participant's name, CDCR number, facility name, type of services provided, rates and units of service. The term "Residential Services" shall be used when referring to the actual cost of the bed space. These terms will also be used on the approved form for billing/invoicing.

2. The Contractor shall review and approve the invoices to verify proper billing for services. Upon completion of the review process, the Contractor shall send an invoice to the CDCR. All Contractor invoices must have supporting documentation verifying the participant's name, CDCR number, facility name, type of services provided, rates and units of service. The CDCR shall reimburse at the actual rate invoiced by the Subcontractor. For disputed invoices, the undisputed amount shall be paid within the forty-five (45) calendar day requirement.

C. Agreement Management Cost

Any costs associated with the management of the Agreement shall be included in the Exhibit B-1.1 through B-1.5, Budget Proposal Rate Sheet in accordance with the Exhibit B-1, Line Item Budget Guide to be reimbursed by the State.

Failure to meet the established reporting deadlines or program requirements may result in the CDCR withholding invoice payments and/or affect participant intake until the facility is in compliance.

1. Contractor shall purchase or lease the necessary hardware, software, and other necessary equipment and maintenance agreements to administer the program, in accordance with the Exhibit B-1, Line Item Budget Guide. The completed Exhibit B-3, Non-Expendable Equipment form shall be provided and an updated version sent to the DRP within thirty (30) calendar days of any revisions.
2. Any reimbursable costs associated with this Agreement that are necessary in order to complete the requirements outlined in the Exhibit A, Scope of Work, shall be in accordance with the Exhibit B-1, Line Item Budget Guide, and shall be supported with source documentation upon the CDCR request.
3. All vehicles purchased or leased with STOP funds must receive written approval from the DRP prior to purchase or lease. These vehicles shall be accounted for on a tracking system inventory maintained by the Contractor and provided to the CDCR upon request.
4. The Contractor shall complete a monthly travel log on all leased/purchased vehicles with STOP funds and/or vehicles used to transport participants where mileage reimbursement is being requested. The monthly travel log must include the following data elements: month, year, headquarters of car, STOP Name, date, odometer reading (start and end), trip miles from location, time of departure to location, storage, driver name, reason for transport, participant(s) name and CDCR number. The monthly travel log shall be provided to the CDCR upon request.
5. The Contractor shall provide a plan and a line item budget for the transportation of participants. The transportation budget will be incorporated into the overall budget. The CDCR reserves the right to amend any and all transportation plans to facilitate efficient operation throughout the State. The transportation budget will be utilized in accordance with the Exhibit B-1, Line Item Budget Guide.

XII. DATA RECORDS AND REPORTING REQUIREMENTS

The Contractor shall provide, at the time of proposal submission, written policies and procedures describing how each component identified in this section will be implemented and maintained.

A. General Information Security Terms

All financial, statistical, personal, technical and other data and information relating to the State's operation, which are designated confidential by the State and made available to the Contractor, or which become available to the Contractor to carry out this Agreement, shall be protected by the Contractor from unauthorized use and disclosure by the organization or their contracted employees.

1. All information, reports, writings, summary documents or press releases shall be submitted for the CDCR review and approval prior to dissemination. The Contractor shall consult with the CDCR in the development of any data or material to be released to the public, news, media, or other professional groups.
2. The Contractor shall comply with the federal regulations governing "Confidentiality of Alcohol and Drug Abuse Patient Records" as cited in 42 CFR, Part two (2) and 45 CFR, as well as Health Insurance Portability & Accountability Act (HIPAA) requirements related to collection, utilization, maintenance, retention, release, and disposal of participant program data and/or hard copy documentation.
3. The Contractor agrees all participant records and all information gathered, maintained, or created, related to participants for purposes of this Agreement are property of the CDCR. Any hard copy documentation and/or files the Contractor chooses to maintain, containing individual participant information, shall be secured in a locked file cabinet or drawer behind a locked door, located in a secured area, to prevent unauthorized access. The Contractor shall confidentially dispose of hard copy documentation and/or files at the end of this Agreement.

B. Data Management System

The CDCR's current electronic record system for documenting the delivery and administration of rehabilitative programs and services is ARMS. The Contractor shall utilize the ARMS database to document and maintain data related to all aspects of this Agreement, and any additional data entry requirements defined by the CDCR.

1. The CDCR shall provide Contractor staff training and additional resources and reference materials to develop an understanding of the ARMS user interface, including the ability to navigate the system and enter program service data as defined by the CDCR. For technical assistance regarding ARMS, email: ARMS_Support@cdcr.ca.gov.
2. The Contractor shall ensure data entry and documentation occurs in a timely manner, accurately reflects the services delivered, and addresses the expectations outlined in the Placement Office Requirements and CBP Service Delivery sections of this Agreement, the Data Requirements and Reporting Timeframes (Attachment 4), and all administrative documentation requirements (e.g., staffing, hiring, etc.).
 - a. The CDCR reserves the right to revise the Data Requirements and Reporting Timeframes (Attachment 4) under this Agreement, without processing an amendment. The CDCR shall notify the Contractor of modifications to the Data Requirements and Reporting Timeframes (Attachment 4) and/or procedure changes thirty (30) calendar days before

the effective date of the change. In the event the CDCR is legislatively or departmentally mandated to make changes to the Data Requirements and Reporting Timeframes (Attachment 4), the thirty (30) calendar day notification shall be waived or reduced.

- b. In the event of conflict between the Data Requirements and Reporting Timeframes (Attachment 4) and language and/or provisions set forth in any other Exhibit or Attachment incorporated by this Agreement, the Data Requirements and Reporting Timeframes (Attachment 4) shall govern and take precedence.
3. The Contractor shall monitor staff for accurate and comprehensive documentation and immediately, within one (1) business day, notify the CDCR of any inaccurate documentation or falsification of documentation by Contractor staff. Non-adherence to documentation standards or falsification of documentation may be used by the CDCR to initiate corrective action plans and/or other actions defined in Sanctions of Non-Compliance section of this Agreement.
4. The Contractor shall ensure compliance with the following data collection protocols:
 - a. Utilization of compatible computer hardware and software and internet connectivity.
 - b. Ensure data security, as outlined in the Exhibit G, ARMS Data Sharing Security Agreement).
 - c. Implement and maintain policies and procedures to ensure integrity, accuracy and security of all data maintained and submitted to the CDCR. These policies and procedures shall include an information security policy and a disaster recovery process. These policies and procedures must be completed within thirty (30) calendar days upon execution of this Agreement.
 - d. Data Entry Requirements: It is the responsibility of the Contractor to ensure daily data entry is consistent and accurate.
 - e. Data corrections are the responsibility of the Program Director or Data Entry Coordinator only and are submitted via the ARMS ADMIN-Support Request TouchPoint.
 - f. Provide all data collected outside of ARMS to the CDCR within thirty (30) calendar days of contract termination.

C. Data Requirements and Reporting Timeframes Plan

The Contractor shall submit a Data Requirements and Reporting Timeframes Plan at the time of proposal submission detailing how the Contractor and their network of CBP's will comply with all Data Requirements and Reporting Timeframes (Attachment 4) set forth by the DRP.

D. Participant Files

The Contractor shall maintain complete electronic files on all participants within the ARMS database. The CDCR reserves the right to identify additional file requirements, as needed. A participant file consists of:

1. Participants full name and CDCR number
2. Release of Information
3. Intake, enrollment, and admission agreements
4. Orientation
5. Health questionnaires
6. All assessments (e.g., COMPAS (if provided), placement assessment, participant)

7. Session attendance
8. CMP/ITP including needs, goals, tasks, and reviews
9. Case monitoring and progress notes
10. Employment development and family relationship documents
11. Drug testing dates and results
12. Reasonable accommodation documents
13. Personal, financial, or other program related documents
14. Service and/or treatment referrals
15. Disciplinary and adverse action documentation
16. Discharge plans and reviews

Once electronic filing requirements are met (as outlined above), the CDCR does not require maintenance for hard-copy documentation.

E. Staff Files

The Contractor shall maintain complete electronic files on all staff within the ARMS. The CDCR reserves the right to identify additional file requirements, as needed. A staff file consists of:

1. Staff member's full name, position title and position number
2. Pay rate and time-base
3. Security clearance status
4. Negative tuberculosis test date (updated annually)
5. AOD Registration, Certification, or Licensure record(s)
6. Education
7. Experience
8. Resumé
9. Training records
10. Separation or termination reason and date

Once electronic filing requirements are met (as outlined above), the CDCR does not require maintenance for hard-copy documentation.

F. Reports

The Contractor shall ensure compliance with the Incident Reporting Protocols. A copy of the Incident Reporting Protocols shall be provided to the Contractor by CDCR upon Agreement execution and within thirty (30) calendar days of any revisions.

XIII. CONTRACT PERFORMANCE

A. Compliance Monitoring and Review

The CDCR shall monitor adherence with the terms and conditions of this Agreement and the CDCR policies and procedures on an ongoing basis through various performance review tools.

The CDCR shall administer a Performance Accountability Review (PAR) to evaluate compliance as frequently as needed to address compliance concerns. Upon completion, the PAR report shall be sent to the Contractor with a general explanation of its scope and a list of items that require additional attention, review, and/or action.

A Corrective Action Plan (CAP) will be included with a PAR report if one or more items demonstrate the Contractor is out of compliance.

B. Corrective Action Plan

Upon receipt of the CAP, the Contractor must submit a response that addresses each item. The written response must:

1. Be submitted within ten (10) business days of receipt of the CAP.
2. Declare the Contractor's intent to:
 - a. Take action as identified in the CAP
 - b. Take action using an alternate solution, or
 - c. Take no action.
3. Provide a justification if requesting to implement an alternate solution(s) or take no action.
4. Include data, evidence, and/or additional supporting documentation if requesting to implement an alternate solution(s) or take no action.

The CDCR will review the CAP response to ensure that it satisfies these requirements. No response or responses that do not meet all requirements may result in sanctions for non-compliance. If the Contractor submits a CAP response and wishes to dispute items not included in the CAP, an appeal request must be submitted in writing within five (5) business days of the CAP response submission.

C. Sanctions for Non-Compliance

When the Contractor fails to meet contract requirements as identified in the PAR and associated CAP, the CDCR may impose administrative and/or monetary sanctions. The reasons include the following:

1. Failure to meet staffing requirements
2. Failure to meet the utilization of services
3. Failure to meet data quality and reporting requirements
4. Failure to submit timely and accurate participant data

5. Failure to meet operational requirements
6. Failure to comply with the CDCR policies

Sanctions may be imposed on the Contractor with a CAP, in lieu of a CAP, or if the Contractor fails to meet CAP requirements. When determining the assessment of monetary sanctions, the CDCR will consider the following factors:

1. The nature, scope, and gravity of the violation, including potential harm or impact on participants
2. Documentation of progress completed towards resolving violations
3. The Contractor's history of violations
4. The nature and extent to which the Contractor has taken corrective action to ensure the violation will not recur
5. Whether the violation is an isolated incident

For monetary sanctions, the CDCR may withhold up to ten (10) percent of charges for the work that is out of compliance as identified in the PAR, which may be reimbursed upon satisfactory completion through resubmission of an invoice.

In the event of an administrative or monetary sanction, the CDCR will provide the Contractor with reasonable notice of the CDCR's intent to impose the sanction. All sanction notices will be in writing and include the effective date, duration of, and reason for the sanction proposed, as well as any appeal rights. The Contractor may request to meet and confer regarding the proposed sanction(s) if the request is in writing and provided to the DRP Program Analyst within two (2) business days of receipt of the notice.

The Contractor shall be evaluated for non-compliance by various methods (e.g., PAR follow-up reviews, data submissions, emailed updates). Should the Contractor continue to be out of compliance in any area, the Contractor may be subject to one (1) or more of the following sanctions:

1. An in-depth program assessment with a CAP to remedy deficiencies
2. A CAP requiring mandatory assessment and training provided by a qualified instructor identified by the CDCR. The costs of the instructor will be charged to the Contractor.
3. Reimbursement to the CDCR for costs incurred as a result of the Contractor's failure to perform
4. Immediate fiscal audit of the program
5. Immediate program services audit by the CDCR and any subcontractor or consultant utilized by the CDCR for this purpose, with costs charged to the Contractor
6. To ensure correction of deficiencies identified in the CAP, the CDCR may, at its discretion, sanction (without reimbursement) up to five (5) percent of the total monthly invoice during the period of noncompliance. Up to ten (10) percent of the total monthly invoice will be sanctioned from the monthly invoices for periods of noncompliance exceeding sixty (60) days, or the timeframes approved by the CDCR, whichever is later.

7. Termination of the Agreement

D. Failure to Perform

Should the Contractor fail to adequately perform services under the terms of this Agreement and/or fail to correct deficiencies or items of non-compliance identified in the CAP within established timeframes, the Contractor shall be subject to one or more sanctions identified above. Continued failure to perform services shall result in termination of this Agreement

XIV. TRANSITION OF THE AGREEMENT TO A SUCCESSOR

A. Transition of the Agreement to a Successor Plan

The Contractor shall submit, at the time of proposal submission, a Transition of the Agreement to a Successor Plan describing the process for transitioning participants, participant records, and data to a successor provider. Upon Contract execution, the plan shall be finalized within thirty (30) calendar days and updated within twenty-four (24) hours of any revisions. All plan revisions must be approved by the DRP, in writing, and updated as requested during the term of this Agreement. The plan shall describe the steps to be taken prior to expiration or termination of this Agreement to prepare for the transition, as well as the measures the Contractor will implement after termination to continue providing data and assistance to the successor, for a minimum of six (6) weeks following the termination date. The Contractor shall coordinate with the previous regional agreement provider to ensure an optimal transition and continuity of services upon award of this Agreement. The Contractor shall also adhere to the CDCR's implementation strategy provided at the time of award, including program activation planning designed to minimize interruptions to service delivery. In addition, the Contractor shall provide the CDCR with any additional information and support requested to facilitate a successful transition of services, ensuring minimal disruptions to service delivery no later than sixty (60) days prior to contract termination.

XV. CDCR RESPONSIBILITIES

- A.** The DRP will work with the Contractor during activation and program implementation. The Contractor will be assigned a DRP Program Analyst, whose role will be to monitor program performance and compliance.
- B.** The DRP shall collaborate with the Contractor to review progress. The reviews shall include assisting the Contractor in implementation, problem-solving, quality assurance, performance objectives, and related issues.
- C.** The DRP shall provide updates to Contractor staff on changes or updates to the CDCR rules and regulations, policies and procedures that might impact program operations.
- D.** The DRP and the DAPO shall provide technical assistance to the Contractor regarding program operations, as needed.
- E.** The DRP shall review and approve Contractor protocols or revisions as outlined in the Agreement. The DRP in conjunction with the DAPO shall monitor and coordinate with the Contractor to identify and provide solutions to issues with referrals, capacity, and other program related issues.
- F.** The DAPO, in conjunction with the DRP, will determine eligibility for placement.
- G.** The DAPO shall refer participants to the Contractor. Referrals will be confirmed on CDCR 1502, Activity Report (Attachment 3). Final program placement must be **approved by the AOR**.

- H. The DRP will facilitate communication and collaboration between the DRP, DAPO, and the Contractor regarding participant related activities, progress on the participant's CMP, and discharge plans.
- I. The AOR shall actively engage in the participant's progress by collaborating with the Contractor to develop the participant's discharge plan.
- J. The DRP shall work collaboratively with DAPO to review, monitor, track, and report program utilization on an ongoing basis.
- K. The DRP shall review the Contractor's invoices for accuracy and reimburse for services provided. The DRP shall ensure invoices are processed within the required timeframes. Expenses reimbursed by the CDCR may be subject to audit(s); if discrepancies are identified, costs shall be adjusted to reflect the audited actual allowable costs incurred.
- L. The DRP shall provide training updates to the Contractor relevant to the effective management of participants pursuant to the CDCR rules and regulations, policies, and procedures.
- M. The CDCR shall assess, prior to release from institution, a participant's risk to reoffend using the CSRA, to identify criminogenic needs, and generate a Reentry Case Plan using the COMPAS Reentry assessment.
- N. The CDCR will provide the Reentry COMPAS Summary to the Contractor, when available.
- O. The CDCR reserves the right to remove any participant from the program.
- P. DAPO will have the final decision-making authority regarding closures/lockdowns at the program in urgent and emergent situations, such as bomb threats and active shooter threats.

XVI. CONTRACT TERM

The Agreement Term is for the period of July 1, 2026, through June 30, 2029. If it is determined to be in the best interest of the State, and upon agreement between the CDCR and the Contractor, the State may extend this Agreement for up to two (2) optional one (1) year terms.

XVII. DEPARTMENT OF CORRECTIONS AND REHABILITATION CONTACT INFORMATION

A. Billing/Payment Issues

Headquarters Accounting Office
Email: DRPInvoiceUnit@cdcr.ca.gov

B. Scope of Work/Performance Issues

Division of Rehabilitative Programs Headquarters
Email: Contracts-CRS-Communications@cdcr.ca.gov

C. General Contract Issues

Office of Business Services
Contracts Management Branch
Phone Number: (279) 210-3715
Email: m_cdcrobscontracts@cdcr.ca.gov

Program Area _____

Placement Office Location

(Address)

(City, State, Zip Code)

BUDGET PROPOSAL RATE SHEET WORK SHEET
Instructions for Completing Exhibits B-1.1 through B-1.5

The Specialized Treatment for Optimized Programming (STOP) Budget is part Cost Reimbursement and part Fee for Service.

Exhibits B-1.1 through B-1.5, Sections A through E

Sections A through E on Exhibits B-1.1 through B-1.5 represent those fixed costs critical to the operation of the STOP Placement Office. The Contractor will invoice for these items on a cost reimbursement basis. Fixed costs include the following:

- A. Personnel (Placement Office Salary and Hourly Positions)
- B. Subcontractors Costs (Excluding Sections F & G, Service Modalities)
- C. Operating Costs (Placement Office)
- D. Total Indirect Cost (% of Subtotal Annual Direct Expenses)
- E. Profit Fee (% of Subtotal Annual Direct Expenses)

Note: Sections A through E on Exhibits B-1.1 through B-1.5 shall account for no more than twenty-five (25) percent of the Total Operational Budget for each Fiscal Year.

Exhibits B-1.1 through B-1.5, Section F and Section G

There are six (6) Service Modalities that will be available through the STOP program:

- Detoxification
- Residential
- FOTEP
- Outpatient
- RRH
- RHWH (Funding is dependent upon the Governor's Budget)

Section F and Section G on Exhibits B-1.1 through B-1.5 represent those costs incurred for direct service provision at the community level, whether these services are provided by the Contractor or by a Subcontractor (affiliated or nonaffiliated). The Contractor will invoice for these items on a fee for service basis, i.e. the Contractor will be reimbursed only for services provided. Residential services will be reimbursed per participant per day. Non-residential services will be reimbursed on a unit of service (individual and/or group) basis. The Maximum Participant Daily/Session Rate shall be listed for each of the six modality types. Rates identified by the Contractor will remain in effect for the length of the contract, unless otherwise approved by CDCR.

The Contractor shall subcontract to non-affiliated entities with at least seventy-five percent (75%) percent of the total funds allocated to Section F and Section G, "Service Modalities," as per Exhibits B-1.1 through B-1.5, unless prior written approval is received from the DRP PA. The Contractor and/or its affiliates may provide services of no more than twenty-five percent (25%) of the total funds utilized in the Budget Proposal Rate Sheet (Exhibit B-1.1 through B-1.5, Section F and Section G Service Modalities) per month, without prior written approval from the DRP. CDCR defines an affiliate as "an organization that is a member of another organization."

SPECIALIZED TREATMENT FOR OPTIMIZED PROGRAMMING
FISCAL YEAR 2027/2028
 (July 1, 2027 through June 30, 2028)

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SPECIALIZED TREATMENT FOR OPTIMIZED PROGRAMMING
FISCAL YEAR 2028/2029
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SPECIALIZED TREATMENT FOR OPTIMIZED PROGRAMMING
FISCAL YEAR 2029/2030
(July 1, 2029 through June 30, 2030)

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Program Area # 1

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Program Area # 1

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(July 1, 2027 through June 30, 2028)

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 (July 1, 2028 through June 30, 2029)

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SPECIALIZED TREATMENT FOR OPTIMIZED PROGRAMMING
FISCAL YEAR 2029/2030
(July 1, 2029 through June 30, 2030)

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Program Area # 2

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Program Area # 2

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(July 1, 2027 through June 30, 2028)

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FISCAL YEAR 2029/2030
(July 1, 2029 through June 30, 2030)

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Program Area # 3

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Program Area # 3

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Program Area # 6

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Program Area # 6

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SPECIALIZED TREATMENT FOR OPTOMIZED PROGRAMMING
PROGRAM AREA: _____

BUDGET PROPOSAL RATE SHEET SUMMARY

FISCAL YEAR	BUDGET
FY 2027/28 (Exhibit B-1.1)	
FY 2028/29 (Exhibit B-1.2)	
FY 2029/30 (Exhibit B-1.3)	
TOTAL AGREEMENT AMOUNT	

FISCAL YEAR	BUDGET
FY 2030/31 (Exhibit B-1.4) Optional Year	
FY 2031/32 (Exhibit B-1.5) Optional Year	
TOTAL AMOUNT	

*The term of this Agreement is three (3) years with two (2) one (1) year optional terms.

Program Area	Number of Counties Within Program Area	Gender	*Estimated Daily Capacity	*****Estimated Daily RHHW Capacity	*2027-28	*2028-29	*2029-30	*OPTION YEAR 1 ****2030-31	*OPTION YEAR 2 ****2031-32	*Fiscal Year Totals
1	22	Male or Female	246	56	\$16,932,177	\$17,237,980	\$17,549,898	\$17,868,056	\$18,192,576	\$87,780,687
2	15	Male or Female	190	57	\$19,415,040	\$19,765,684	\$20,123,341	\$20,488,152	\$20,860,259	\$100,652,476
3	15	Male or Female	390	87	\$21,915,547	\$22,311,352	\$22,715,073	\$23,126,868	\$23,546,899	\$113,615,739
4	2	Male or Female	291	56	\$21,711,544	\$22,103,664	\$22,503,626	\$22,911,588	\$23,327,710	\$112,558,132
5	1	Male or Female	523	129	\$36,478,090	\$37,136,901	\$37,808,888	\$38,494,314	\$39,193,430	\$189,111,623
6	3	Male or Female	235	57	\$16,567,808	\$16,867,030	\$17,172,236	\$17,483,547	\$17,801,084	\$85,891,705

*Proposals exceeding the funds allotted for each fiscal year, as listed in the chart above will be disqualified from the Proposal process.

** Proposals received that are not within the Program Area specified, will be disqualified. Please refer to Attachment 1, STOP Program Areas.

*** CDCR does not guarantee use of all available capacity.

**** If it is determined to be in the best interest of the State, upon agreement between CDCR and the Contractor, the State may extend this Agreement through an amendment for up to two (2) one (1) year optional terms. The services for the extended period shall be provided at the rates specified in Exhibit B-1.4 and Exhibit B-1.5, Budget Proposal Rate Sheet (Optional Year) submitted with the proposal.

***** RHHW capacity is subject to the approval of the California State Budget Act, and could be eliminated at any time. If this occurs, the RHHW capacity will be null and void. RHHW Funding is not included on this attachment. Refer to Exhibit B-1.1 through B-1.5, Budget Proposal Rate Sheet for the corresponding STOP Program Area.

Scoring Criteria and Summary Specialized Treatment for Optimized Programming (STOP) General Proposal Response Requirements

1. Page Limit

The narrative portion of the proposal shall not exceed the page limit requirements listed for each item within the scoring criteria. Any proposal exceeding this limit shall be automatically disqualified.

2. Supporting Documentation

Required supporting business documentation such as business licenses, certifications, proposer's résumé, organizational charts, or other required forms specifically requested in this RFP, shall be provided as part of the proposal. Such documentation shall not count toward the page limit requirement listed above for that item. Additional supporting documentation provided by the proposer that is not required by the RFP will not be reviewed or scored. Policy and procedures are not exempt from the page counts listed in each item section below.

3. Formatting

Proposals shall be submitted in Arial, 12-point font, single-spaced, with one-inch margins. Failure to adhere to the formatting requirement shall result in an automatic disqualification.

4. Organization of Response

Proposals shall be organized in the order of the scoring criteria. Responses that are not included under the correct scoring criterion item will not be considered; if an **identified key area** (IKA) is answered under a different scoring criterion item, that IKA shall not be scored.

5. Award Limitations

Proposers may submit proposals for one or more program areas identified in this RFP. While proposers are encouraged to demonstrate capacity across multiple areas, no single proposer will be awarded more than two (2) program areas under this solicitation. Submission of multiple proposals does not guarantee award of more than one program area. If bidders submit for multiple program areas, final awards will be determined by the department in a manner that promotes statewide coverage, service diversity, and cost effectiveness.

ITEM 1. General Approach Summary		Maximum Point Value: 40	
The Proposer shall include a brief overview of the project and summarize the Proposer's overall approach to completing the IKAs as described in this RFP (Exhibit A, Scope of Work) The response has a fifteen (15) page limit. Identified Key Areas: 1. Introduction and General Information (Section I and Section II) 2. Organizational Qualifications (Section IV) 3. STOP Placement Office Requirements (Section VI) 4. Network of Community Based Provider Facility Requirements (Section VII) 5. Programming Components (Section VIII) 6. CBP Service Delivery (Section IX) 7. Personnel (Section X) 8. Data Records and Reporting Requirements (Section XII) 9. Transition of the Agreement to Successor (Section XIV)			
IKA	Rating	Points	Points Awarded
6-9	Proposer provided a thorough and comprehensive response, providing full details for 6-9 of the IKAs.	26-40	
3-5	Proposer provided a complete response, providing details for 3-5 of the IKAs.	11-25	
1-2	Proposer provided an incomplete response, providing details for only 1-2 of the IKAs.	1-10	
0	Proposer provided a limited response, not addressing any of the IKAs.	0	
Comments:			

ITEM 2. Introduction and General Information		Maximum Point Value: 50											
The Proposer shall include policy and procedures describing each IKA as described in this RFP (Exhibit A, Scope of Work, Section I. Introduction, Sub Sections A-H) and provide a copy of the Proposer's valid business license (Exhibit A, Scope of Work, Section II. General Information, Subsection A). The response has a ten (10) page limit. Identified Key Areas: <table border="0"> <tr> <td>1. Evidence-Based Programs</td> <td>6. Family-Focused</td> </tr> <tr> <td>2. Evidence-Based Curriculum</td> <td>7. Strength-Based</td> </tr> <tr> <td>3. Gender Responsivity</td> <td>8. Motivational Interviewing (MI) Techniques</td> </tr> <tr> <td>4. Cultural Competence</td> <td>9. Business License</td> </tr> <tr> <td>5. Trauma-Informed Services</td> <td></td> </tr> </table>				1. Evidence-Based Programs	6. Family-Focused	2. Evidence-Based Curriculum	7. Strength-Based	3. Gender Responsivity	8. Motivational Interviewing (MI) Techniques	4. Cultural Competence	9. Business License	5. Trauma-Informed Services	
1. Evidence-Based Programs	6. Family-Focused												
2. Evidence-Based Curriculum	7. Strength-Based												
3. Gender Responsivity	8. Motivational Interviewing (MI) Techniques												
4. Cultural Competence	9. Business License												
5. Trauma-Informed Services													
IKA	RATING	Points	Points Awarded										
7-9	Proposer provided a thorough and comprehensive response, providing full details for 7-9 of the IKAs.	26-50											
4-6	Proposer provided a complete response, providing details for 4-6 of the IKAs.	11-25											
1-3	Proposer provided an incomplete response, providing details for only 1-3 of the IKAs.	1-10											
0	Proposer provided a limited response, not addressing any of the IKAs.	0											
Comments:													

ITEM 3. Organizational Qualifications		Maximum Point Value: 30	
The Proposer shall provide policies and procedures describing each IKA and all required documents identified in this RFP (Exhibit A, Scope of Work, Section IV. Organizational Qualifications, Subsection A-B). The response has a five (5) page limit. Identified Key Areas: 1. Experience and Knowledge 2. Structure			
IKA	RATING	Points	Points Awarded
2	Proposer provided a thorough and comprehensive response, providing full details for 2 of the IKAs.	16-30	
1	Proposer provided an incomplete response, providing details for only 1 of the IKAs.	1-15	
0	Proposer provided a limited response, not addressing any of the IKAs.	0	
Comments:			

ITEM 4. STOP Placement Office Requirements		Maximum Point Value: 125																			
The Proposer shall provide a current operations manual that defines the STOP's purpose, philosophy, programs, services, policy and procedures, and describes each IKA as described in this RFP. (Exhibit A, Scope of Work, Section VI. STOP Placement Office Requirements, Subsection A-O). The response has a one hundred (100) page limit. Identified Key Areas: <table border="0"> <tr> <td>1. Administrative Oversight</td> <td>7. Participant Transportation</td> <td>13. Case Management Plan</td> </tr> <tr> <td>2. Communications</td> <td>8. Transportation Coordination Plan</td> <td>14. Case Management Plan Review</td> </tr> <tr> <td>3. Community Transition Contacts and Outreach</td> <td>9. Initial Placement</td> <td>15. Discharge Plan</td> </tr> <tr> <td>4. Eligibility</td> <td>10. Secondary Assessment</td> <td></td> </tr> <tr> <td>5. Pre-Release Referral</td> <td>11. Length of Stay/Extension</td> <td></td> </tr> <tr> <td>6. Referral</td> <td>12. Case Management One-on-One</td> <td></td> </tr> </table>				1. Administrative Oversight	7. Participant Transportation	13. Case Management Plan	2. Communications	8. Transportation Coordination Plan	14. Case Management Plan Review	3. Community Transition Contacts and Outreach	9. Initial Placement	15. Discharge Plan	4. Eligibility	10. Secondary Assessment		5. Pre-Release Referral	11. Length of Stay/Extension		6. Referral	12. Case Management One-on-One	
1. Administrative Oversight	7. Participant Transportation	13. Case Management Plan																			
2. Communications	8. Transportation Coordination Plan	14. Case Management Plan Review																			
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4. Eligibility	10. Secondary Assessment																				
5. Pre-Release Referral	11. Length of Stay/Extension																				
6. Referral	12. Case Management One-on-One																				
IKA	RATING	Points	Points Awarded																		
11-15	Proposer provided a thorough and comprehensive response, providing full details for 11-15 of the IKAs.	76-125																			
6-10	Proposer provided a complete response, providing details for 6-10 of the IKAs.	51-75																			
1-5	Proposer provided an incomplete response, providing details for only 1-5 of the IKAs.	1-50																			
0	Proposer provided a limited response, not addressing any of the IKAs.	0																			
Comments:																					

ITEM 5. Network of Community Based Provider Facility Requirements		Maximum Point Value: 80	
The Proposer shall provide policies and procedures describing each IKA identified in this section and how each will be maintained, as described in this RFP (Exhibit A, Scope of Work, Section VII. Network of Community Based Provider Facility Requirements, Subsection A-D). The response has a fifteen (15) page limit. Identified Key Areas: 1. Quality Assurance 2. Rate Methodology Plan 3. Facility Types 4. Physical Requirements			
IKA	Rating	Points	Points Awarded
4	Proposer provided a thorough and comprehensive response, providing full details for 4 of the IKAs.	41-80	
3	Proposer provided a complete response, providing details for 3 of the IKAs.	21-40	
1-2	Proposer provided an incomplete response, providing details for only 1-2 of the IKAs.	1-20	
0	Proposer provided a limited response, not addressing any of the IKAs.	0	
Comments:			

ITEM 6. Programming Components		Maximum Point Value: 45	
The Proposer shall include policy and procedures describing in detail each IKA in this section and how programming services at the community level will be monitored to ensure successful programming and contract compliance as described in this RFP (Exhibit A, Scope of Work, Section VIII. Programming Components, Subsection A-E). The response has a twenty (20) page limit. Identified Key Areas: 1. CBT Interventions 2. Employability and Job Development 3. Education/Literacy 4. Life Skills 5. Family-Focused Services/Family Reunification			
IKA	Rating	Points	Points Awarded
4-5	Proposer provided a thorough and comprehensive response, providing full details for 4-5 of the IKAs.	31-45	
2-3	Proposer provided a complete response, providing reasonable details for 2-3 of the IKAs.	16-30	
1	Proposer provided an incomplete response, providing details for only 1 of the IKAs.	1-15	
0	Proposer provided a limited response, not addressing any of the IKAs.	0	
Comments:			

ITEM 7. CBP Service Delivery		Maximum Point Value: 150				
The Proposer shall include policies and procedures describing in detail each IKA in this section and how CBP service delivery at the community level will be monitored to ensure successful programming and contract compliance as described in this RFP (Exhibit A, Scope of Work, Section IX. CBP Service Delivery, Subsection A-T). The response has a fifty (50) page limit. Identified Key Areas: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> 1. Participant Orientation 2. Frequency of Services (LSUDT and FOTEP only) 3. Programming Schedule 4. Secondary Assessment 5. ITP (LSUDT, FOTEP, CSUDT, and OOP) 6. ITP Review 7. Case Notes 8. One-On-One Counseling Sessions </td> <td style="width: 33%; vertical-align: top;"> 9. Group Counseling 10. Group Ratio 11. Breathalyzer/Urinalysis Testing 12. Discharge Plan 13. Positive Reinforcements/Motivational Incentives 14. Participant Savings Fund 15. Self-Administered Medication 16. Passes </td> <td style="width: 33%; vertical-align: top;"> 17. Participant Medical Care (LSUDD, LSUDT, CSUDT and FOTEP only) 18. Clothing and Shoes 19. Property 20. Community Partnerships </td> </tr> </table>				1. Participant Orientation 2. Frequency of Services (LSUDT and FOTEP only) 3. Programming Schedule 4. Secondary Assessment 5. ITP (LSUDT, FOTEP, CSUDT, and OOP) 6. ITP Review 7. Case Notes 8. One-On-One Counseling Sessions	9. Group Counseling 10. Group Ratio 11. Breathalyzer/Urinalysis Testing 12. Discharge Plan 13. Positive Reinforcements/Motivational Incentives 14. Participant Savings Fund 15. Self-Administered Medication 16. Passes	17. Participant Medical Care (LSUDD, LSUDT, CSUDT and FOTEP only) 18. Clothing and Shoes 19. Property 20. Community Partnerships
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IKA	Rating	Points	Points Awarded			
16-20	Proposer provided a thorough and comprehensive response, providing full details for 16-20 of the IKAs.	101-150				
11-15	Proposer provided a complete response, providing reasonable details for 11-15 of the IKAs.	51-100				
6-10	Proposer provided an incomplete response, providing details for only 6-10 of the IKAs.	1-50				
0	Proposer provided a limited response, not addressing any of the IKAs.	0				
Comments:						

ITEM 8. Personnel		Maximum Point Value: 55																
The Proposer shall include policy and procedures describing each IKA, as described in this RFP (Exhibit A, Scope of Work, Section X. Personnel, Subsection A-M). The response has a forty (40) page limit. Identified Key Areas: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">1. Personnel Management</td> <td style="width: 33%;">6. Hiring</td> <td style="width: 33%;">11. Personnel Requirements</td> </tr> <tr> <td>2. Contractor Leadership and Supervisory Standards</td> <td>7. Minimum Qualification (MQ) Waiver</td> <td>12. STOP Placement Office Key Staff Positions</td> </tr> <tr> <td>3. Staffing Plan</td> <td>8. Provisional Clearances</td> <td>13. CBP Key Staff Positions</td> </tr> <tr> <td>4. Employment Practices</td> <td>9. Security Clearance /Live Scan</td> <td></td> </tr> <tr> <td>5. Resignations, Separations, and Vacancies</td> <td>10. Staff Training</td> <td></td> </tr> </table>				1. Personnel Management	6. Hiring	11. Personnel Requirements	2. Contractor Leadership and Supervisory Standards	7. Minimum Qualification (MQ) Waiver	12. STOP Placement Office Key Staff Positions	3. Staffing Plan	8. Provisional Clearances	13. CBP Key Staff Positions	4. Employment Practices	9. Security Clearance /Live Scan		5. Resignations, Separations, and Vacancies	10. Staff Training	
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4. Employment Practices	9. Security Clearance /Live Scan																	
5. Resignations, Separations, and Vacancies	10. Staff Training																	
IKA	Rating	Points	Points Awarded															
10-13	Proposer provided a thorough and comprehensive response, providing full details for 10-13 of the IKAs.	31-55																
7-9	Proposer provided a complete response, providing reasonable details for 7-9 of the IKAs.	16-30																
1-6	Proposer provided an incomplete response, providing details for only 1-6 of the IKAs.	1-15																
0	Proposer provided a limited response, not addressing any of the IKAs.	0																
Comments:																		

ITEM 9. Data Records and Reporting Requirements		Maximum Point Value: 100	
The Proposer shall provide written policy and procedures describing each IKA, as described in this RFP (Exhibit A, Scope of Work, Section XII. Data Records and Reporting Requirements, Subsection A-F). The response has a twenty (20) page limit. Identified Key Areas: 1. General Information Security Terms 2. Data Management System 3. Data Requirements and Reporting Timeframes Plan 4. Participant Files 5. Staff Files 6. Reports			
IKA	Rating	Points	Points Awarded
5-6	Proposer provided a thorough and comprehensive response, providing full details for 5-6 of the IKAs.	51-100	
3-4	Proposer provided a complete response, providing reasonable details for 3-4 of the IKAs.	26-50	
1-2	Proposer provided an incomplete response, providing details for only 1-2 of the IKAs.	1-25	
0	Proposer provided a limited response, not addressing any of the IKAs.	0	
Comments:			

ITEM 10. Transition of the Agreement to a Successor			Maximum Point Value: 25	
The Proposer shall provide a Transition of the Agreement to a Successor Plan as listed within the IKA and described in this RFP (Exhibit A, Scope of Work, Section XIV. Transition of the Agreement to a Successor, Subsection A). The response has a five (5) page limit. Identified Key Areas: 1. Transition of the Agreement to a Successor Plan				
IKA	Rating	Points	Points Awarded	
1	Proposer provided a thorough and comprehensive response, providing full details for 1 of the IKAs.	1-25		
0	Proposer provided a limited response, not addressing any of the IKAs.	0		
Comments:				

Qualifications - All of the following items in this section shall be provided within the proposal submission. Failure to do so will result in automatic disqualification.			
Staffing Plan	PASS/FAIL		
Transportation Coordination Plan	PASS/FAIL		
Rate Methodology Plan	PASS/FAIL		
Data Requirements and Reporting Timeframes Plan	PASS/FAIL		
Budget Proposal Rate Sheet	PASS/FAIL		
Proposal Evaluation	Total Possible Points	Percent of Total Points	Points Awarded
ITEM 1. General Approach Summary	40	4%	
ITEM 2. Introduction and General Information	50	5%	
ITEM 3. Organizational Qualifications	30	3%	
ITEM 4. STOP Placement Office Requirements	125	12.5%	
ITEM 5. Network of Community Based Provider Facility Requirements	80	8%	
ITEM 6. Programming Components	45	4.5%	
ITEM 7. CBP Service Delivery	150	15%	
ITEM 8. Personnel	55	5.5%	
ITEM 9. Data Records and Reporting Requirements	100	10%	
ITEM 10. Transition of the Agreement to a Successor	25	2.5%	
Proposal Evaluation Points (Items 1-10)	700	70%	
Budget Proposal Rate Sheet	300	30%	
TOTAL POINTS AWARDED	1,000	100%	