

1/19/2012

Proposal Requirements  
Substance Abuse/Criminogenic Services  
Caledonia Work Camp and Southeast State Correctional Facility

I. Introduction

This Request for Proposal is for the purpose of providing services to reduce criminogenic needs with a focus on substance abuse. Services may include assessment, individual and group services. Although the services are provided in a correctional setting the level of care is more reminiscent of outpatient services as opposed to residential services. Curricula and assessment instruments must be pre-approved by the Department of Corrections.

II. Needs Reducing Services

The objective is to reduce criminogenic needs in an effort to reduce recidivism.

The level of criminogenic needs will be assessed using an actuarial risk assessment instrument (these will be completed by VTDOC staff). Information derived from these assessments will be communicated to contract staff and help them develop a plan for how they deliver services to their in-house clients.

Additionally, contract staff will use a substance abuse assessment instrument to determine the severity of any substance abuse issues and to develop a plan, in concert with the risk assessment, to mitigate criminogenic needs.

Participants in these services will be voluntary.

III. Organization Description.

Please describe your organization. Its purpose, structure, manner of staff supervision and certifications, Where applicable. Please describe the experience and credentials of the staff that will provide the services. Be specific about experience with offender populations and with cognitive behavioral programs.

IV. Contractor Requirements

- 1) Contract staff will be required to be on site 1.5 FTEs for SESCOF and 1.5

FTEs for Caledonia. An FTE is defined as 40 hours per week (excluding lunch and breaks). Contract staff will be provided a punch card to verify hours on site. Also contract staff will be required to spend a minimum of 70% of their time in direct service to offenders.

2) Case staffings: one hour per week.

3) Treatment Team: One hour per month.

## V. Funding

The Department will reimburse the provider at a rate commensurate with the Contractor's training and experience.

## VI. Proposal Evaluation

1) Experience: The extent to which the provider has provided the substance abuse/risk reducing with an offender population in correctional settings.

2) Qualifications: Contractor must have a minimum of a certification in alcohol/drug counseling and two years of experience with an offender population. Include any degrees, certifications or other relevant credentials.

3) Response to the material requested above.

4) Each proposal should include three hardcopies and a copy on compact disk.

## VII. Contact Process

**Proposals are due by February 27, 2012 at 12:00 PM (noon).** They will be reviewed based on the criteria stated in Section VI. The Department may select the successful proposal following this review or it may interview applicants if multiple proposals are received from qualified applicants.

## VIII. Contact Person

John Gramuglia  
Chief of Clinical Services  
Department of Corrections  
426 Industrial Way  
Williston VT  
Email: John.Gramuglia@ahs.state.vt.us