



**FULLY EXECUTED - CHANGE 1**  
 Purchase Order No: 4300541992  
**Original PO Effective Date: 03/13/2017**  
 PO Change Date: 03/22/2022  
 PO Issue Date: **03/23/2022**  
 Valid From: 04/01/2017 To 07/01/2022

Your SAP Vendor #: 127361

**Please Deliver To:**

**Supplier Name/Address:**  
 PA DUI ASSOCIATION INC  
 2413 N FRONT ST  
 HARRISBURG PA 17110-1110 US

**See Item Level for Delivery Addresses**

Supplier Phone Number: 717-238-4354

**Please Bill To:**

Save time, reduce cost, get paid faster:  
 Email PDF invoice to 69180@pa.gov  
<https://www.budget.pa.gov/Programs/Pages/e-Invoicing.aspx>

Or mail paper invoice to:  
 Commonwealth of Pennsylvania  
 PO Box 69180, Harrisburg, PA 17106

**Purchasing Agent**

**Name:** Casel Ford  
**Phone:** 717-787-7001  
**Fax:** 717-787-8779

**Purchase Order Description:**  
 PA Impaired Driving HW Safety Program

This Purchase Order is issued pursuant to the referenced Contract and constitutes the Suppliers authority to deliver the item(s) referenced below at the prices stated below to the location(s) identified above in accordance with the Contract terms and conditions.

Suppliers must provide four mandatory elements on PO invoices: PO Number, Invoice Date, Invoice Number, and Invoice Gross Amount. Failure to comply will result in the return of the invoice. Additional optional information such as supplier name, address, remit to information and PO Line Item information will improve invoice processing.

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
1	326282 FY16 - Task A1	3.000	Each	04/01/2017	4,700.57	1	14,101.71
	>>> Rel. ord. against contract 4400014255 Item 7						
	<b>Please Deliver to:</b>						
	Bur Hgwy Safety & Traffic Eng						
	400 North STREET - 6th Fl Keystone Bldg						
	Harrisburg PA 17120 US						
	<b>Item Text</b>						
	2-Day AHSS Instructor Certification Workshops						
2	326282 FY16 - Task A2	3.000	Each	04/01/2017	2,650.57	1	7,951.71

**Information:**

**Total Amount:**  
 SEE LAST PAGE FOR TOTAL OF  
 ALL ITEMS

Currency: USD

Supplier's Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_



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PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
	>>> Rel. ord. against contract 4400014255	Item	7				
	<b>Please Deliver to:</b> Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US <b>Item Text</b> 1 day Performance Analysis Workshops						
3	326282 FY16 - Task A3	62.000	Each	04/01/2017	43.56	1	2,700.72
	>>> Rel. ord. against contract 4400014255	Item	7				
	<b>Please Deliver to:</b> Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US <b>Item Text</b> Issue AHSS Instructor Certificates						
4	326282 FY16 - Task A5	1.000	Each	04/01/2017	6,512.29	1	6,512.29
	>>> Rel. ord. against contract 4400014255	Item	7				
	<b>Please Deliver to:</b> Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US <b>Item Text</b> 1 Day Certified Master Trainer Update Workshops (AHSS)						
5	326282 FY16 - Task A6	1.000	Each	04/01/2017	1,380.05	1	1,380.05
	>>> Rel. ord. against contract 4400014255	Item	7				
	<b>Please Deliver to:</b> Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US						

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PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
<b>Item Text</b>							
1 Day AHSS Instructor Regional Workshops							
6	326282 FY16 - Task A8	1.000	Each	04/01/2017	1,024.56	1	1,024.56
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
Quarterly Schedule of Deliverables							
7	326282 FY16 - Task B1	3.000	Each	04/01/2017	5,032.02	1	15,096.06
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
2 Day CRN Evaluator Certification Workshops							
8	326282 FY16 - Task B2	2.000	Each	04/01/2017	2,650.57	1	5,301.14
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
1 Day CRN Evaluator Performance Analysis Workshops							
9	326282 FY16 - Task B3	62.000	Each	04/01/2017	43.56	1	2,700.72
>>> Rel. ord. against contract 4400014255 Item 7							

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Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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**Please Deliver to:**

Bur Hgwy Safety & Traffic Eng  
400 North STREET - 6th Fl Keystone Bldg  
Harrisburg PA 17120 US

**Item Text**

Issue CRN Evaluator Certificates

10	326282	1.000	Each	04/01/2017	3,009.82	1	3,009.82
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FY16 - Task B10

>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**

Bur Hgwy Safety & Traffic Eng  
400 North STREET - 6th Fl Keystone Bldg  
Harrisburg PA 17120 US

**Item Text**

CRN System Error Log Report

11	326282	3.000	Each	04/01/2017	2,500.90	1	7,502.70
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FY16 - Task C1

>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**

Bur Hgwy Safety & Traffic Eng  
400 North STREET - 6th Fl Keystone Bldg  
Harrisburg PA 17120 US

**Item Text**

County DUI Program Assessments

12	326282	8.000	Each	04/01/2017	1,550.14	1	12,401.12
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FY16 - Task C3a

>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**

Bur Hgwy Safety & Traffic Eng  
400 North STREET - 6th Fl Keystone Bldg  
Harrisburg PA 17120 US

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Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
<b>Item Text</b>							
1/2 Day County DUI Program Topical Workshops							
-----							
13	326282 FY16 - Task C3b	13.000	Each	04/01/2017	1,875.14	1	24,376.82
	>>> Rel. ord. against contract 4400014255 Item 7						
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
1 Day County DUI Program Topical Workshops							
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14	326282 FY16 - Task C4	1.000	Each	04/01/2017	15,314.00	1	15,314.00
	>>> Rel. ord. against contract 4400014255 Item 7						
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
2 Day County DUI Coordinator Conferences							
-----							
15	326282 FY17 - Task A1	2.000	Each	07/01/2017	4,700.57	1	9,401.14
	>>> Rel. ord. against contract 4400014255 Item 7						
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
2 Day AHSS Instructor Certification Workshops							
-----							
16	326282 FY17 - Task A2	2.000	Each	07/01/2017	2,650.57	1	5,301.14
	>>> Rel. ord. against contract 4400014255 Item 7						

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Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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**Please Deliver to:**

Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**

1 Day Performance Analysis Workshops

17	326282	173.000	Each	07/01/2017	43.56	1	7,535.88
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FY17 - Task A3

>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**

Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**

Issue AHSS Instructor Certificates

18	326282	2.000	Each	07/01/2017	2,154.10	1	4,308.20
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FY17 - Task A4

>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**

Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**

Electronic File - AHSS Instructor Certifications

19	326282	2.000	Each	07/01/2017	6,512.29	1	13,024.58
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FY17 - Task A5

>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**

Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

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**Supplier Name:**  
 PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
<b>Item Text</b>							
1 Day Certified Master Trainer Update Workshops (AHSS)							
20	326282 FY17 - Task A6	2.000	Each	07/01/2017	1,380.05	1	2,760.10
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b> Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b> 1 Day AHSS Instructor Regional Workshops							
22	326282 FY17 - Task A8	3.000	Each	07/01/2017	1,024.56	1	3,073.68
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b> Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b> Quarterly Schedule of Deliverables							
23	326282 FY17 - Task B1	2.000	Each	07/01/2017	5,032.02	1	10,064.04
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b> Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b> 2 Day CRN Evaluator Certification Workshops							
24	326282 FY17 - Task B2	3.000	Each	07/01/2017	2,650.57	1	7,951.71
>>> Rel. ord. against contract 4400014255 Item 7							

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Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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**Please Deliver to:**  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**  
 1 Day CRN Evaluator Performance Analysis Workshops

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25	326282 FY17 - Task B3	162.000	Each	07/01/2017	43.56	1	7,056.72
>>> Rel. ord. against contract 4400014255 Item 7							

**Please Deliver to:**  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**  
 Issue CRN Evaluator Certificates

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27	326282 FY17 - Task B8	1.000	Each	07/01/2017	7,410.07	1	7,410.07
>>> Rel. ord. against contract 4400014255 Item 7							

**Please Deliver to:**  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**  
 Promulgation of Regulations for CRN

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29	326282 FY17 - Task B10	3.000	Each	07/01/2017	3,009.82	1	9,029.46
>>> Rel. ord. against contract 4400014255 Item 7							

**Please Deliver to:**  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

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 PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
<b>Item Text</b> CRN System Error Log Report							
30	326282 FY17 - Task C1	9.000	Each	07/01/2017	2,500.90	1	22,508.10
>>> Rel. ord. against contract 4400014255 Item 7							
Please Deliver to: Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b> County DUI Program Assessments							
31	326282 FY17 - Task C2	2.000	Each	07/01/2017	6,833.69	1	13,667.38
>>> Rel. ord. against contract 4400014255 Item 7							
Please Deliver to: Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b> Workshop Training Calendars							
32	326282 FY17 - Task C3a	24.000	Each	07/01/2017	1,550.14	1	37,203.36
>>> Rel. ord. against contract 4400014255 Item 7							
Please Deliver to: Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b> 1/2 Day County DUI Program Topical Workshops							
33	326282 FY17 - Task C3b	25.000	Each	07/01/2017	1,875.14	1	46,878.50
>>> Rel. ord. against contract 4400014255 Item 7							

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Please Deliver to:  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

Item Text  
 County DUI Programs Directory

34	326282 FY17 - Task C5	1.000	Each	07/01/2017	10,730.23	1	10,730.23
	>>> Rel. ord. against contract 4400014255	Item	7				

Please Deliver to:  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

Item Text  
 County DUI Programs Directory

35	326282 FY17 - Task A1	2.000	Each	04/01/2018	4,748.68	1	9,497.36
	>>> Rel. ord. against contract 4400014255	Item	7				

Please Deliver to:  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

Item Text  
 2 day ASHH Instructor Certification Workshops

36	326282 FY17 - Task A2	2.000	Each	04/01/2018	2,698.68	1	5,397.36
	>>> Rel. ord. against contract 4400014255	Item	7				

Please Deliver to:  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

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Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
<b>Item Text</b>							
1 Day Performance Analysis Workshops							
37	326282 FY17 - Task A3	46.000	Each	04/01/2018	44.80	1	2,060.80
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
Issue AHSS Instructor Certificates							
39	326282 FY17 - Task A6	1.000	Each	04/01/2018	1,421.52	1	1,421.52
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
1 day AHSS Instructor Regional Workshops							
40	326282 FY17 - Task A8	1.000	Each	04/01/2018	1,055.36	1	1,055.36
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
Quarterly Schedule of Deliverables							
41	326282 FY17 - Task B1	3.000	Each	04/01/2018	5,089.33	1	15,267.99
>>> Rel. ord. against contract 4400014255 Item 7							

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<p><b>Please Deliver to:</b>            Bur Hgwy Safety &amp; Traffic Eng            400 North STREET - 6th Fl Keystone Bldg            Harrisburg PA 17120 US</p> <p><b>Item Text</b>            2 Day CRN Evaluator Certification Workshops</p>							
42	326282 FY17 - Task B2	2.000	Each	04/01/2018	2,698.68	1	5,397.36
<p>&gt;&gt;&gt; Rel. ord. against contract 4400014255 Item 7</p>							
<p><b>Please Deliver to:</b>            Bur Hgwy Safety &amp; Traffic Eng            400 North STREET - 6th Fl Keystone Bldg            Harrisburg PA 17120 US</p> <p><b>Item Text</b>            1 Day CRN Evaluator Performance Analysis Workshops</p>							
43	326282 FY17 - Task B3	47.000	Each	04/01/2018	44.80	1	2,105.60
<p>&gt;&gt;&gt; Rel. ord. against contract 4400014255 Item 7</p>							
<p><b>Please Deliver to:</b>            Bur Hgwy Safety &amp; Traffic Eng            400 North STREET - 6th Fl Keystone Bldg            Harrisburg PA 17120 US</p> <p><b>Item Text</b>            Issue CRN Evaluator Certificates</p>							
44	326282 FY17 - Task B10	1.000	Each	04/01/2018	3,100.28	1	3,100.28
<p>&gt;&gt;&gt; Rel. ord. against contract 4400014255 Item 7</p>							
<p><b>Please Deliver to:</b>            Bur Hgwy Safety &amp; Traffic Eng            400 North STREET - 6th Fl Keystone Bldg            Harrisburg PA 17120 US</p>							

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Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
<b>Item Text</b> CRN System Error Log							
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46	326282 FY17 - Task C3a	10.000	Each	04/01/2018	1,578.24	1	15,782.40
	>>> Rel. ord. against contract 4400014255 Item 7						
<b>Please Deliver to:</b> Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b> 1/2 Day County DUI Program Topical Workshops							
-----							
47	326282 FY17 - Task C3b	13.000	Each	04/01/2018	1,903.24	1	24,742.12
	>>> Rel. ord. against contract 4400014255 Item 7						
<b>Please Deliver to:</b> Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b> 1 Day County DUI Program Topical Workshops							
-----							
48	326282 FY17 - Task C4	1.000	Each	04/01/2018	15,573.40	1	15,573.40
	>>> Rel. ord. against contract 4400014255 Item 7						
<b>Please Deliver to:</b> Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b> 2 Day County DUI Coordinator Conferences							
-----							
49	326282 FY18 - Task A1	2.000	Each	07/01/2018	4,748.68	1	9,497.36
	>>> Rel. ord. against contract 4400014255 Item 7						

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 PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
<p><b>Please Deliver to:</b>            Bur Hgwy Safety &amp; Traffic Eng            400 North STREET - 6th Fl Keystone Bldg            Harrisburg PA 17120 US</p> <p><b>Item Text</b>            2 Day AHSS Instructor Certification Workshops</p>							
50	326282 FY18 - Task A2	2.000	Each	07/01/2018	2,698.68	1	5,397.36
<p>&gt;&gt;&gt; Rel. ord. against contract 4400014255 Item 7</p>							
<p><b>Please Deliver to:</b>            Bur Hgwy Safety &amp; Traffic Eng            400 North STREET - 6th Fl Keystone Bldg            Harrisburg PA 17120 US</p> <p><b>Item Text</b>            1 Day Performance Analysis Workshops</p>							
51	326282 FY18 - Task A3	143.000	Each	07/01/2018	44.80	1	6,406.40
<p>&gt;&gt;&gt; Rel. ord. against contract 4400014255 Item 7</p>							
<p><b>Please Deliver to:</b>            Bur Hgwy Safety &amp; Traffic Eng            400 North STREET - 6th Fl Keystone Bldg            Harrisburg PA 17120 US</p> <p><b>Item Text</b>            Issue AHSS Instructor Certificates</p>							
52	326282 FY18 - Task A4	2.000	Each	07/01/2018	2,215.82	1	4,431.64
<p>&gt;&gt;&gt; Rel. ord. against contract 4400014255 Item 7</p>							
<p><b>Please Deliver to:</b>            Bur Hgwy Safety &amp; Traffic Eng            400 North STREET - 6th Fl Keystone Bldg            Harrisburg PA 17120 US</p>							

**Information:**

**Total Amount:**  
 SEE LAST PAGE FOR TOTAL OF  
 ALL ITEMS

Currency: USD



**FULLY EXECUTED - CHANGE 1**  
Purchase Order No: 4300541992  
**Original PO Effective Date: 03/13/2017**  
PO Change Date: 03/22/2022  
PO Issue Date: **03/23/2022**  
Valid From: 04/01/2017 To 07/01/2022

**Supplier Name:**  
PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
<b>Item Text</b>							
Electronic File - AHSS Instructor Certifications							
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53	326282 FY18 - Task A5	2.000	Each	07/01/2018	6,610.36	1	13,220.72
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
1 Day Certified Master Trainer Update Workshops (AHSS)							
-----							
55	326282 FY18 - Task A8	3.000	Each	07/01/2018	1,055.36	1	3,166.08
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
2 Day CRN Evaluator Certification Workshops							
-----							
56	326282 FY18 - Task B1	2.000	Each	07/01/2018	5,089.33	1	10,178.66
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
2 Day CRN Evaluator Certification Workshops							
-----							
57	326282 FY18 - Task B2	3.000	Each	07/01/2018	2,698.68	1	8,096.04
>>> Rel. ord. against contract 4400014255 Item 7							

**Information:**

**Total Amount:**  
SEE LAST PAGE FOR TOTAL OF  
ALL ITEMS

Currency: USD



**FULLY EXECUTED - CHANGE 1**  
 Purchase Order No: 4300541992  
**Original PO Effective Date: 03/13/2017**  
 PO Change Date: 03/22/2022  
 PO Issue Date: **03/23/2022**  
 Valid From: 04/01/2017 To 07/01/2022

**Supplier Name:**  
 PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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**Please Deliver to:**

Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**

1 Day CRN Evaluator Performance Analysis Workshops

58	326282	164.000	Each	07/01/2018	44.80	1	7,347.20
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FY18 - Task B3

>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**

Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**

Issue CRN Evaluator Certificates

60	326282	3.000	Each	07/01/2018	3,100.28	1	9,300.84
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FY18 - Task B10

>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**

Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**

CRN System Error Log Report

61	326282	7.000	Each	07/01/2018	2,551.77	1	17,862.39
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FY18 - Task C1

>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**

Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Information:**

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**FULLY EXECUTED - CHANGE 1**  
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**Supplier Name:**  
 PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
<b>Item Text</b>							
County DUI Program Assessments							
-----							
62	326282 FY18 - Task C2	2.000	Each	07/01/2018	7,034.86	1	14,069.72
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
Workshop Training Calendars							
-----							
63	326282 FY18 - Task C3a	16.000	Each	07/01/2018	1,578.24	1	25,251.84
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
1/2 Day County DUI Program Topical Workshops							
-----							
64	326282 FY18 - Task C3b	25.000	Each	07/01/2018	1,903.24	1	47,581.00
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
1 Day County DUI Program Topical Workshops							
-----							
65	326282 FY18 - Task C5	1.000	Each	07/01/2018	10,909.08	1	10,909.08
>>> Rel. ord. against contract 4400014255 Item 7							

**Information:**

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**FULLY EXECUTED - CHANGE 1**  
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**Supplier Name:**  
 PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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**Please Deliver to:**  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**  
 County DUI Program s Directory

66	326282 FY18 - Task A	3.000	Each	04/01/2019	4,748.68	1	14,246.04
	>>> Rel. ord. against contract 4400014255	Item	7				

**Please Deliver to:**  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**  
 2-Day AHSS Instructor Certification Workshop

67	326282 FY18 - Task A2	1.000	Each	04/01/2019	2,698.68	1	2,698.68
	>>> Rel. ord. against contract 4400014255	Item	7				

**Please Deliver to:**  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**  
 1-day Performance Analysis Workshops

68	326282 FY18 - Task A3	28.000	Each	04/01/2019	44.80	1	1,254.40
	>>> Rel. ord. against contract 4400014255	Item	7				

**Please Deliver to:**  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Information:**

**Total Amount:**  
 SEE LAST PAGE FOR TOTAL OF ALL ITEMS

Currency: USD



**FULLY EXECUTED - CHANGE 1**  
 Purchase Order No: 4300541992  
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 Valid From: 04/01/2017 To 07/01/2022

**Supplier Name:**  
 PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
<b>Item Text</b>							
Issue AHSS Instructor Certificates							
69	326282 FY18 - Task A4	1.000	Each	04/01/2019	2,215.82	1	2,215.82
>>> Rel. ord. against contract 4400014255 Item 7							
Please Deliver to: Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
Electronic file - AHSS Instructor Certifications							
72	326282 FY18 - Task A8	1.000	Each	04/01/2019	1,055.36	1	1,055.36
>>> Rel. ord. against contract 4400014255 Item 7							
Please Deliver to: Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
Quarterly Schedule of Deliverables							
73	326282 FY18 - Task B1	3.000	Each	04/01/2019	5,089.33	1	15,267.99
>>> Rel. ord. against contract 4400014255 Item 7							
Please Deliver to: Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
2-day CRN Evaluator Certification Workshops							
74	326282 FY18 - Task B2	2.000	Each	04/01/2019	2,698.68	1	5,397.36
>>> Rel. ord. against contract 4400014255 Item 7							

**Information:**

**Total Amount:**  
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**FULLY EXECUTED - CHANGE 1**  
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**Supplier Name:**  
 PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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Please Deliver to:  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

Item Text  
 1-day CRN Evaluator Performance Analysis Workshops

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75	326282 FY18 - Task B3	51.000	Each	04/01/2019	44.80	1	2,284.80
>>> Rel. ord. against contract 4400014255 Item 7							

Please Deliver to:  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

Item Text  
 Issue CRN Evaluator Certificates

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77	326282 FY18 - Task B10	1.000	Each	04/01/2019	3,100.28	1	3,100.28
>>> Rel. ord. against contract 4400014255 Item 7							

Please Deliver to:  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

Item Text  
 CRN System Error Log Report

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78	326282 FY18 - Task C1	3.000	Each	04/01/2019	2,551.77	1	7,655.31
>>> Rel. ord. against contract 4400014255 Item 7							

Please Deliver to:  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

<b>Information:</b>	<b>Total Amount:</b> SEE LAST PAGE FOR TOTAL OF ALL ITEMS
	Currency: USD



**FULLY EXECUTED - CHANGE 1**  
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**Supplier Name:**  
 PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
<b>Item Text</b>							
County DUI Program Assessments							
-----							
79	326282 FY18 - Task C2	1.000	Each	04/01/2019	7,034.86	1	7,034.86
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
Workshop Training Calendars							
-----							
80	326282 FY18 - Task C3a	8.000	Each	04/01/2019	1,578.24	1	12,625.92
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
1/2-day County DUI Program Topical Workshops							
-----							
81	326282 FY18 - Task C3b	14.000	Each	04/01/2019	1,903.24	1	26,645.36
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
1-day County DUI Program Topical Workshops							
-----							
82	326282 FY18 - Task C4	1.000	Each	04/01/2019	15,573.40	1	15,573.40
>>> Rel. ord. against contract 4400014255 Item 7							

**Information:**

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 ALL ITEMS

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**FULLY EXECUTED - CHANGE 1**  
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**Supplier Name:**  
 PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
<p><b>Please Deliver to:</b>            Bur Hgwy Safety &amp; Traffic Eng            400 North STREET - 6th Fl Keystone Bldg            Harrisburg PA 17120 US</p> <p><b>Item Text</b>            2-day County DUI Coordinator Conference</p>							
83	326282 FY19 - Task A1	2.000	Each	07/01/2019	4,748.68	1	9,497.36
<p>&gt;&gt;&gt; Rel. ord. against contract 4400014255 Item 7</p>							
<p><b>Please Deliver to:</b>            Bur Hgwy Safety &amp; Traffic Eng            400 North STREET - 6th Fl Keystone Bldg            Harrisburg PA 17120 US</p> <p><b>Item Text</b>            2-day AHSS Instructor Certification Workshops</p>							
84	326282 FY19 - Task A2	4.000	Each	07/01/2019	2,698.68	1	10,794.72
<p>&gt;&gt;&gt; Rel. ord. against contract 4400014255 Item 7</p>							
<p><b>Please Deliver to:</b>            Bur Hgwy Safety &amp; Traffic Eng            400 North STREET - 6th Fl Keystone Bldg            Harrisburg PA 17120 US</p> <p><b>Item Text</b>            1-day Performance Analysis Workshops</p>							
85	326282 FY19 - Task A3	162.000	Each	07/01/2019	44.80	1	7,257.60
<p>&gt;&gt;&gt; Rel. ord. against contract 4400014255 Item 7</p>							
<p><b>Please Deliver to:</b>            Bur Hgwy Safety &amp; Traffic Eng            400 North STREET - 6th Fl Keystone Bldg            Harrisburg PA 17120 US</p>							

**Information:**

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**FULLY EXECUTED - CHANGE 1**  
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**Supplier Name:**  
PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
<b>Item Text</b>							
Issue AHSS Instructor Certificates							
-----							
86	326282 FY19 - Task A4	1.000	Each	07/01/2019	2,215.82	1	2,215.82
	>>> Rel. ord. against contract 4400014255 Item 7						
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
Electronic file - AHSS Instructor Certifications							
-----							
87	326282 FY19 - Task A5	1.000	Each	07/01/2019	6,610.36	1	6,610.36
	>>> Rel. ord. against contract 4400014255 Item 7						
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
1-day Certified Master Trainer Update Workshops (AHSS)							
-----							
89	326282 FY19 - Task A8	3.000	Each	07/01/2019	1,055.36	1	3,166.08
	>>> Rel. ord. against contract 4400014255 Item 7						
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
Quarterly Schedule of Deliverables							
-----							
90	326282 FY19 - Task B1	2.000	Each	07/01/2019	5,089.33	1	10,178.66
	>>> Rel. ord. against contract 4400014255 Item 7						

**Information:**

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**Supplier Name:**  
 PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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**Please Deliver to:**  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**  
 2-day CRN Evaluator Certification Workshops

91	326282 FY19 - Task B2	3.000	Each	07/01/2019	2,698.68	1	8,096.04
	>>> Rel. ord. against contract 4400014255	Item	7				

**Please Deliver to:**  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**  
 1-day CRN Evaluator Performance Analysis Workshops

92	326282 FY19 - Task B3	179.000	Each	07/01/2019	44.80	1	8,019.20
	>>> Rel. ord. against contract 4400014255	Item	7				

**Please Deliver to:**  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**  
 Issue CRN Evaluator Certificates

93	326282 FY19 - Task B10	3.000	Each	07/01/2019	3,100.28	1	9,300.84
	>>> Rel. ord. against contract 4400014255	Item	7				

**Please Deliver to:**  
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 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

<b>Information:</b>	<b>Total Amount:</b> SEE LAST PAGE FOR TOTAL OF ALL ITEMS
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**Supplier Name:**  
 PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
<b>Item Text</b>							
CRN System Error Log Report							
94	326282 FY19 - Task C1	9.000	Each	07/01/2019	2,551.77	1	22,965.93
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
County DUI Program Assessments							
95	326282 FY19 - Task C2	1.000	Each	07/01/2019	7,034.86	1	7,034.86
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
Workshop Training Calendars							
96	326282 FY19 - Task C3a	30.000	Each	07/01/2019	1,578.24	1	47,347.20
>>> Rel. ord. against contract 4400014255 Item 7							
<b>Please Deliver to:</b>							
Bur Hgwy Safety & Traffic Eng 400 North STREET - 6th Fl Keystone Bldg Harrisburg PA 17120 US							
<b>Item Text</b>							
1/2-day County DUI Program Topical Workshops							
97	326282 FY19 - Task C3b	24.000	Each	07/01/2019	1,903.24	1	45,677.76
>>> Rel. ord. against contract 4400014255 Item 7							

**Information:**

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 PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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**Please Deliver to:**  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**  
 1-day County DUI Program Topical Workshops

98	326282 FY19 - Task C5	1.000	Each	07/01/2019	10,909.08	1	10,909.08
	>>> Rel. ord. against contract 4400014255		Item	7			

**Please Deliver to:**  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**  
 County DUI Programs Directory

99	326282 FY19 - TASK A	3.000	Each	04/01/2020	4,748.68	1	14,246.04
	>>> Rel. ord. against contract 4400014255		Item	7			

**Please Deliver to:**  
 Bur Hgwy Safety & Traffic Eng  
 400 North STREET - 6th Fl Keystone Bldg  
 Harrisburg PA 17120 US

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**PA DUI ASSOCIATION INC**

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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**Item Text**

Courses or curriculum development to enhance personal individual skills necessary to deliver fundamental methods of professional development in areas related to the disciplines of professional practices in accounting, business assessments, procurement, projects, contracts and other professional services. Training should provide professional instruction on how to achieve business and operational excellence objectives. The training could offer qualified individuals an opportunity to receive certification in a specialized field.

Contract Management – Addresses any aspect of contract development, negotiation and management such as the development of a scope of work, cost and level of effort estimations, qualification and selection of bidders, negotiation techniques, and procurement rules and procedures.

Project Management – Addresses general project management techniques and technologies as well as management/leadership skills for project managers.

Instructor Development/Certification – Includes presentation skills, classroom management techniques, and tips for visual aids.

Instructional System Design for Technical Subjects - Addresses development of learning goals/outcomes, implementation of the instructional design process, and development of tests/testing process, and evaluation of course results for technical subjects.

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100	326282 FY19 - TASK A2	1.000	Each	04/01/2020	2,698.68	1	2,698.68
	>>> Rel. ord. against contract 4400014255		Item	7			

**Please Deliver to:**  
Deputy Hwy Admin  
400 North Street 8th Fl Keystone Bldg  
Harrisburg PA 17120 US

**Information:**

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**FULLY EXECUTED - CHANGE 1**  
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**Supplier Name:**  
**PA DUI ASSOCIATION INC**

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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**Item Text**

Courses or curriculum development to enhance personal individual skills necessary to deliver fundamental methods of professional development in areas related to the disciplines of professional practices in accounting, business assessments, procurement, projects, contracts and other professional services. Training should provide professional instruction on how to achieve business and operational excellence objectives. The training could offer qualified individuals an opportunity to receive certification in a specialized field.

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101	326282 FY19 - TASK A3	49.000	Each	04/01/2020	44.80	1	2,195.20
	>>> Rel. ord. against contract 4400014255		Item	7			

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102	326282 FY19 - TASK A4	1.000	Each	04/01/2020	2,215.82	1	2,215.82
	>>> Rel. ord. against contract 4400014255		Item	7			

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103	326282 FY19 - TASK A5	1.000	Each	04/01/2020	6,610.36	1	6,610.36
	>>> Rel. ord. against contract 4400014255		Item	7			

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105	326282 FY19 - TASK A8	1.000	Each	04/01/2020	1,055.36	1	1,055.36
	>>> Rel. ord. against contract 4400014255		Item	7			

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106	326282 FY19 - TASK B1	3.000	Each	04/01/2020	5,089.33	1	15,267.99
	>>> Rel. ord. against contract 4400014255		Item	7			

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107	326282 FY19 - TASK B2	2.000	Each	04/01/2020	2,698.68	1	5,397.36
	>>> Rel. ord. against contract 4400014255		Item	7			

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108	326282 FY19 - TASK B3	70.000	Each	04/01/2020	44.80	1	3,136.00
	>>> Rel. ord. against contract 4400014255		Item	7			

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110	326282 FY19 - TASK B10	1.000	Each	04/01/2020	3,100.28	1	3,100.28
	>>> Rel. ord. against contract 4400014255		Item	7			

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111	326282	3.000	Each	04/01/2020	2,551.77	1	7,655.31
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FY19 - TASK C1

>>> Rel. ord. against contract 4400014255 Item 7

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112	326282 FY19 - TASK C2	1.000	Each	04/01/2020	7,034.86	1	7,034.86
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113	326282 FY19 - TASK C3a	9.000	Each	04/01/2020	1,578.24	1	14,204.16
	>>> Rel. ord. against contract 4400014255		Item	7			

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114	326282 FY19 - TASK C3b	11.000	Each	04/01/2020	1,903.24	1	20,935.64
	>>> Rel. ord. against contract 4400014255		Item	7			

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115	326282 FY19 - TASK C4	1.000	Each	04/01/2020	15,573.40	1	15,573.40
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117	326282 FY20 - TASK A1	2.000	Each	07/01/2020	4,748.68	1	9,497.36
	>>> Rel. ord. against contract 4400014255		Item	7			

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118	326282 FY20 - TASK A2	3.000	Each	07/01/2020	2,698.68	1	8,096.04
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Instructional System Design for Technical Subjects - Addresses development of learning goals/outcomes, implementation of the instructional design process, and development of tests/testing process, and evaluation of course results for technical subjects.

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119	326282 FY20 - TASK A3	125.000	Each	07/01/2020	44.80	1	5,600.00
	>>> Rel. ord. against contract 4400014255		Item	7			

**Please Deliver to:**  
Deputy Hwy Admin  
400 North Street 8th Fl Keystone Bldg  
Harrisburg PA 17120 US

<b>Information:</b>	<b>Total Amount:</b> SEE LAST PAGE FOR TOTAL OF ALL ITEMS
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**Supplier Name:**  
**PA DUI ASSOCIATION INC**

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120	326282 FY20 - TASK A4	1.000	Each	07/01/2020	2,215.82	1	2,215.82
	>>> Rel. ord. against contract 4400014255		Item	7			

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 Deputy Hwy Admin  
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 Harrisburg PA 17120 US

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**Supplier Name:**  
**PA DUI ASSOCIATION INC**

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121	326282 FY20 - TASK A5	2.000	Each	07/01/2020	6,610.36	1	13,220.72
	>>> Rel. ord. against contract 4400014255		Item	7			

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123	326282 FY20 - TASK A8	3.000	Each	07/01/2020	1,055.36	1	3,166.08
>>> Rel. ord. against contract 4400014255 Item 7							

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124	326282 FY20 - TASK B1	2.000	Each	07/01/2020	5,089.33	1	10,178.66
	>>> Rel. ord. against contract 4400014255		Item	7			

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125	326282 FY20 - TASK B2	3.000	Each	07/01/2020	2,698.68	1	8,096.04
	>>> Rel. ord. against contract 4400014255		Item	7			

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126	326282 FY20 - TASK B3	129.000	Each	07/01/2020	44.80	1	5,779.20
	>>> Rel. ord. against contract 4400014255		Item	7			

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127	326282 FY20 - TASK C1	9.000	Each	07/01/2020	2,551.77	1	22,965.93
	>>> Rel. ord. against contract 4400014255		Item	7			

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128	326282 FY20 - TASK C2	1.000	Each	07/01/2020	7,034.86	1	7,034.86
	>>> Rel. ord. against contract 4400014255		Item	7			

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129	326282 FY20 - TASK C3a	29.000	Each	07/01/2020	1,578.24	1	45,768.96
	>>> Rel. ord. against contract 4400014255		Item	7			

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130	326282 FY20 - TASK C3b	28.000	Each	07/01/2020	1,903.24	1	53,290.72
	>>> Rel. ord. against contract 4400014255		Item	7			

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131	326282 FY20 - TASK C5	1.000	Each	07/01/2020	10,909.08	1	10,909.08
	>>> Rel. ord. against contract 4400014255		Item	7			

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132	326282 FY20 - TASK B10	3.000	Each	07/01/2020	3,100.28	1	9,300.84
	>>> Rel. ord. against contract 4400014255		Item	7			

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133	326282 FY20 - TASK A1	2.000	Each	04/01/2021	4,748.68	1	9,497.36
>>> Rel. ord. against contract 4400014255 Item 7							

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134	326282 FY20 - TASK A2	1.000	Each	04/01/2021	2,698.68	1	2,698.68
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135	326282 FY20 - TASK A3	35.000	Each	04/01/2021	44.80	1	1,568.00
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**FULLY EXECUTED - CHANGE 1**  
Purchase Order No: 4300541992  
Original PO Effective Date: 03/13/2017  
PO Change Date: 03/22/2022  
PO Issue Date: 03/23/2022  
Valid From: 04/01/2017 To 07/01/2022

**Supplier Name:**  
PA DUI ASSOCIATION INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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136	326282 FY20 - TASK A4	1.000	Each	04/01/2021	2,215.82	1	2,215.82
>>> Rel. ord. against contract 4400014255 Item 7							

**Please Deliver to:**  
Deputy Hwy Admin  
400 North Street 8th Fl Keystone Bldg  
Harrisburg PA 17120 US

**Item Text**  
Courses or curriculum development to enhance personal individual skills necessary to deliver fundamental methods of professional development in areas related to the disciplines of professional practices in accounting, business assessments, procurement, projects, contracts and other professional services. Training should provide professional instruction on how to achieve business and operational excellence objectives. The training could offer qualified individuals an opportunity to receive certification in a specialized field. Contract Management – Addresses any aspect of contract development, negotiation and management such as the development of a scope of work, cost and level of effort estimations, qualification and selection of bidders, negotiation techniques, and procurement rules and procedures. Project Management – Addresses general project management techniques and technologies as well as management/leadership skills for project managers. Instructor Development/Certification – Includes presentation skills, classroom management techniques, and tips for visual aids. Instructional System Design for Technical Subjects - Addresses development of learning goals/outcomes, implementation of the instructional design process, and development of tests/testing process, and evaluation of course results for technical subjects.

139	326282 FY20 - TASK A8	1.000	Each	04/01/2021	1,055.36	1	1,055.36
>>> Rel. ord. against contract 4400014255 Item 7							

**Please Deliver to:**  
Deputy Hwy Admin  
400 North Street 8th Fl Keystone Bldg  
Harrisburg PA 17120 US

**Item Text**  
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<b>Information:</b>	<b>Total Amount:</b> SEE LAST PAGE FOR TOTAL OF ALL ITEMS
	<b>Currency:</b> USD



**FULLY EXECUTED - CHANGE 1**  
 Purchase Order No: 4300541992  
**Original PO Effective Date: 03/13/2017**  
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**Supplier Name:**  
**PA DUI ASSOCIATION INC**

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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140	326282 FY20 - TASK B1	3.000	Each	04/01/2021	5,089.33	1	15,267.99
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>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**

Deputy Hwy Admin  
 400 North Street 8th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**

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141	326282 FY20 - TASK B2	2.000	Each	04/01/2021	2,698.68	1	5,397.36
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>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**

Deputy Hwy Admin  
 400 North Street 8th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Information:**

**Total Amount:**  
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**Currency: USD**



**FULLY EXECUTED - CHANGE 1**  
Purchase Order No: 4300541992  
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**Supplier Name:**  
**PA DUI ASSOCIATION INC**

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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**Item Text**

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142	326282	47.000	Each	04/01/2021	44.80	1	2,105.60
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FY20 - TASK B3

>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**

Deputy Hwy Admin  
400 North Street 8th Fl Keystone Bldg  
Harrisburg PA 17120 US

**Item Text**

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144	326282	1.000	Each	04/01/2021	3,100.28	1	3,100.28
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FY20 - TASK B10

>>> Rel. ord. against contract 4400014255 Item 7

**Information:**

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**Supplier Name:**  
**PA DUI ASSOCIATION INC**

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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**Please Deliver to:**

Deputy Hwy Admin  
 400 North Street 8th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Item Text**

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Instructional System Design for Technical Subjects - Addresses development of learning goals/outcomes, implementation of the instructional design process, and development of tests/testing process, and evaluation of course results for technical subjects.

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145	326282 FY20 - TASK C1	3.000	Each	04/01/2021	2,551.77	1	7,655.31
	>>> Rel. ord. against contract 4400014255		Item	7			

**Please Deliver to:**

Deputy Hwy Admin  
 400 North Street 8th Fl Keystone Bldg  
 Harrisburg PA 17120 US

**Information:**

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**FULLY EXECUTED - CHANGE 1**  
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PA DUI ASSOCIATION INC

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146	326282	1.000	Each	04/01/2021	7,034.86	1	7,034.86
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FY20 - TASK C2

>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**

Deputy Hwy Admin  
400 North Street 8th Fl Keystone Bldg  
Harrisburg PA 17120 US

**Item Text**

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147	326282	10.000	Each	04/01/2021	1,578.24	1	15,782.40
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FY20 - TASK C3a

>>> Rel. ord. against contract 4400014255 Item 7

**Information:**

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PA DUI ASSOCIATION INC

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**Please Deliver to:**  
Deputy Hwy Admin  
400 North Street 8th Fl Keystone Bldg  
Harrisburg PA 17120 US

**Item Text**  
Courses or curriculum development to enhance personal individual skills necessary to deliver fundamental methods of professional development in areas related to the disciplines of professional practices in accounting, business assessments, procurement, projects, contracts and other professional services. Training should provide professional instruction on how to achieve business and operational excellence objectives. The training could offer qualified individuals an opportunity to receive certification in a specialized field. Contract Management – Addresses any aspect of contract development, negotiation and management such as the development of a scope of work, cost and level of effort estimations, qualification and selection of bidders, negotiation techniques, and procurement rules and procedures. Project Management – Addresses general project management techniques and technologies as well as management/leadership skills for project managers. Instructor Development/Certification – Includes presentation skills, classroom management techniques, and tips for visual aids. Instructional System Design for Technical Subjects - Addresses development of learning goals/outcomes, implementation of the instructional design process, and development of tests/testing process, and evaluation of course results for technical subjects.

148	326282	7.000	Each	04/01/2021	1,903.24	1	13,322.68
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FY20 - TASK C3b

>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**  
Deputy Hwy Admin  
400 North Street 8th Fl Keystone Bldg  
Harrisburg PA 17120 US

**Item Text**  
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149	326282	1.000	Each	04/01/2021	15,573.40	1	15,573.40
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FY20 - TASK C4

**Information:**

**Total Amount:**  
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**FULLY EXECUTED - CHANGE 1**  
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**PA DUI ASSOCIATION INC**

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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>>> Rel. ord. against contract 4400014255 Item 7

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 Deputy Hwy Admin  
 400 North Street 8th Fl Keystone Bldg  
 Harrisburg PA 17120 US

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150	326282 FY21 - TASK A1	4.000	Each	07/01/2021	4,748.68	1	18,994.72
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>>> Rel. ord. against contract 4400014255 Item 7

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 Deputy Hwy Admin  
 400 North Street 8th Fl Keystone Bldg  
 Harrisburg PA 17120 US

<b>Information:</b>	<b>Total Amount:</b> SEE LAST PAGE FOR TOTAL OF ALL ITEMS
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**Field Changed: QUANTITY**

Old Value: 2.000  
 New Value: 4.000

**Field Changed: VALUE**

Old Value: 9497.36  
 New Value: 18994.72

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151	326282 FY21 - TASK A2	5.000	Each	07/01/2021	2,698.68	1	13,493.40
>>> Rel. ord. against contract 4400014255 Item 7							

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 Deputy Hwy Admin  
 400 North Street 8th Fl Keystone Bldg  
 Harrisburg PA 17120 US

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**FULLY EXECUTED - CHANGE 1**  
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**PA DUI ASSOCIATION INC**

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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**Field Changed: QUANTITY**  
 Old Value: 4.000  
 New Value: 5.000

**Field Changed: VALUE**  
 Old Value: 10794.72  
 New Value: 13493.40

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152	326282 FY21 - TASK A3	235.000	Each	07/01/2021	44.80	1	10,528.00
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>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**  
 Deputy Hwy Admin  
 400 North Street 8th Fl Keystone Bldg  
 Harrisburg PA 17120 US

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**FULLY EXECUTED - CHANGE 1**  
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**Field Changed: QUANTITY**  
 Old Value: 180.000  
 New Value: 235.000

**Field Changed: VALUE**  
 Old Value: 8064.00  
 New Value: 10528.00

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153	326282 FY21 - TASK A4	2.000	Each	07/01/2021	2,215.82	1	4,431.64
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>>> Rel. ord. against contract 4400014255 Item 7

**Please Deliver to:**  
 Deputy Hwy Admin  
 400 North Street 8th Fl Keystone Bldg  
 Harrisburg PA 17120 US

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**Field Changed: QUANTITY**

**Old Value: 1.000**  
**New Value: 2.000**

**Field Changed: VALUE**

**Old Value: 2215.82**  
**New Value: 4431.64**

154	326282 FY21 - TASK A5	3.000	Each	07/01/2021	6,610.36	1	19,831.08
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>>> Rel. ord. against contract 4400014255 Item 7							

**Please Deliver to:**  
**Deputy Hwy Admin**  
**400 North Street 8th Fl Keystone Bldg**  
**Harrisburg PA 17120 US**

**Information:**

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**Field Changed: QUANTITY**

**Old Value: 2.000**  
**New Value: 3.000**

**Field Changed: VALUE**

**Old Value: 13220.72**  
**New Value: 19831.08**

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155	326282 FY21 - TASK A6	2.000	Each	07/01/2021	1,421.52	1	2,843.04
>>> Rel. ord. against contract 4400014255 Item 7							

**Please Deliver to:**  
**Deputy Hwy Admin**  
**400 North Street 8th Fl Keystone Bldg**  
**Harrisburg PA 17120 US**

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**Item Text**  
 Courses or curriculum development to enhance personal individual skills necessary to deliver fundamental methods of professional development in areas related to the disciplines of professional practices in accounting, business assessments, procurement, projects, contracts and other professional services. Training should provide professional instruction on how to achieve business and operational excellence objectives. The training could offer qualified individuals an opportunity to receive certification in a specialized field.

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156	326282 FY21 - TASK A8	3.000	Each	07/01/2021	1,055.36	1	3,166.08
>>> Rel. ord. against contract 4400014255 Item 7							

**Please Deliver to:**  
 Deputy Hwy Admin  
 400 North Street 8th Fl Keystone Bldg  
 Harrisburg PA 17120 US

<b>Information:</b>	<b>Total Amount:</b> SEE LAST PAGE FOR TOTAL OF ALL ITEMS
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**FULLY EXECUTED - CHANGE 1**  
 Purchase Order No: 4300541992  
**Original PO Effective Date: 03/13/2017**  
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**PA DUI ASSOCIATION INC**

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
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157	326282 FY21 - TASK B1	4.000	Each	07/01/2021	5,089.33	1	20,357.32
	>>> Rel. ord. against contract 4400014255		Item	7			

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 Deputy Hwy Admin  
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 Harrisburg PA 17120 US

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**Field Changed: QUANTITY**

Old Value: 2.000  
 New Value: 4.000

**Field Changed: VALUE**

Old Value: 10178.66  
 New Value: 20357.32

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158	326282 FY21 - TASK B2	4.000	Each	07/01/2021	2,698.68	1	10,794.72
>>> Rel. ord. against contract 4400014255 Item 7							

Please Deliver to:  
 Deputy Hwy Admin  
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**Field Changed: VALUE**

**Old Value: 8096.04**  
**New Value: 10794.72**

**Field Changed: QUANTITY**

**Old Value: 3.000**  
**New Value: 4.000**

159	326282 FY21 - TASK B3	265.000	Each	07/01/2021	44.80	1	11,872.00
-----							
>>> Rel. ord. against contract 4400014255 Item 7							

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**Field Changed: QUANTITY**  
 Old Value: 180.000  
 New Value: 265.000

**Field Changed: VALUE**  
 Old Value: 8064.00  
 New Value: 11872.00

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160	326282 FY21 - TASK B10	4.000	Each	07/01/2021	3,100.28	1	12,401.12
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>>> Rel. ord. against contract 4400014255 Item 7

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 Deputy Hwy Admin  
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 Harrisburg PA 17120 US

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**Field Changed: QUANTITY**

**Old Value: 3.000**  
**New Value: 4.000**

**Field Changed: VALUE**

**Old Value: 9300.84**  
**New Value: 12401.12**

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161	326282 FY21 - TASK C1	12.000	Each	07/01/2021	2,551.77	1	30,621.24
>>> Rel. ord. against contract 4400014255 Item 7							

**Please Deliver to:**  
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**Harrisburg PA 17120 US**

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**Field Changed: QUANTITY**

Old Value: 9.000  
 New Value: 12.000

**Field Changed: VALUE**

Old Value: 22965.93  
 New Value: 30621.24

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162	326282 FY21 - TASK C2	2.000	Each	07/01/2021	7,034.86	1	14,069.72
>>> Rel. ord. against contract 4400014255 Item 7							

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 Deputy Hwy Admin  
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**Field Changed: QUANTITY**

**Old Value: 1.000**  
**New Value: 2.000**

**Field Changed: VALUE**

**Old Value: 7034.86**  
**New Value: 14069.72**

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163	326282 FY21 - TASK C3a	40.000	Each	07/01/2021	1,578.24	1	63,129.60
>>> Rel. ord. against contract 4400014255 Item 7							

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**Field Changed: QUANTITY**

**Old Value: 30.000**  
**New Value: 40.000**

**Field Changed: VALUE**

**Old Value: 47347.20**  
**New Value: 63129.60**

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164	326282 FY21 - TASK C3b	40.000	Each	07/01/2021	1,903.24	1	76,129.60
>>> Rel. ord. against contract 4400014255 Item 7							

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**Field Changed: QUANTITY**

Old Value: 30.000  
 New Value: 40.000

**Field Changed: VALUE**

Old Value: 57097.20  
 New Value: 76129.60

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165	326282 FY21 - TASK C5	1.000	Each	07/01/2021	10,909.08	1	10,909.08
>>> Rel. ord. against contract 4400014255 Item 7							

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167	326282	1.000	Each	03/15/2021	15,573.40	1	15,573.40
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FY20 - TASK C4

&gt;&gt;&gt; Rel. ord. against contract 4400014255 Item 7

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\*\*\* New Item \*\*\*

**General Requirements for all Items:****Information:**

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**FULLY EXECUTED - CHANGE 1**  
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**Header Text**

03.04.22 - Three month extension executed. JTA

02.22.2022 - Liquidated FY20 lines 118, 119, 121, 122, 126, 129, 130, 133, 135, 137, 138, 142, 143, 148. ELT

2/12/21- Added lines 133-165 to this PO to reflect the Renewal Clause.This is the 3rd and Final Renewal. SAB

\*\*\*\*\*  
\*\*\*\*\*

10.20.20- Per email dated 10.14.20 the following reallocation changes have been made. CJF

- Line#85 Qnty 180 changed to 162 adding 18 to Line#119
- Line#87 Qnty 2 changed to 1 adding 1 to Line#121
- Line#88 Qnty 2 deleted liquidating 2 adding 2 to Line#122
- Line#92 Qnty 180 changed to 179 adding 1 to Line#126
- Line#97 Qnty 25 changed to 24 adding 1 to Line#130
- Line#101 Qnty 70 changed to 49 adding 21 to Line#119
- Line#109 Qnty 1 deleted liquidating 1
- Line#114 Qnty 12 changed to 11 adding 1 to Line#130

\*\*\*\*\*

7.20.20 - In accordance with email dated 7/16/20 the following reallocation changes have been made: DLS

- Line#104 Qnty 1 deleted liquidating 1 @ \$1421.52
- Line#122 Qnty 2 changed to 3 adding 1 @ \$1421.52
- Line#113 Qnty 10 changed to 9 liquidating 1 @ \$1578.24
- Line#129 Qnty 30 changed to 31 adding 1 @ \$1578.24
- Line#114 Qnty 15 changed to 12 liquidating 3 @ \$1903.24
- Line#129 Qnty 25 changed to 28 adding 3 @ \$1903.24

2/6/20- Added lines 99-131 to this PO to reflect the Renewal Clause.This is the 2nd renewal of 3 renewal options. Having one renewal remaining. CJF

12.3.19 - The following changes have been made to liquidate remaining FY18 funds per email request from Heather Quinn/Melissa Nelson. DLS

- Line#49 Qnty 3 changed to 2 Liquidating 1 @ \$4748.68
- Line#50 Qnty 3 changed to 2 Liquidating 1 @ \$2698.68
- Line#51 Qnty 204 changed to 143 Liquidating 61 @ \$44.80
- Line#53 Qnty 3 changed to 2 Liquidating 1 @ \$6610.36
- Line#54 Deleted Liquidating 2 @ \$1421.52

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Line#58 Qnty 203 changed to 164 Liquidating 39 @ \$44.80  
Line#59 Deleted Liquidating 1 @ \$7820.43  
Line#61 Qnty 12 changed to 7 Liquidating 5 @ \$2551.77  
Line#63 Qnty 30 changed to 16 Liquidating 14 @ \$1578.24  
Line#64 Qnty 27 changed to 25 Liquidating 2 @ \$1903.24  
Line#70 Deleted Liquidating 1 @ \$6610.36  
Line#71 Deleted Liquidating 1 @ \$1421.52  
Line#80 Qnty 10 changed to 8 Liquidating 2 @ \$1578.24  
Line#64 Qnty 15 changed to 14 Liquidating 1 @ \$1903.24

1/10/19 - In accordance with renewal letter dated 1/3/19 Purchase Order will be renewed. This is the first of three renewal options with two remaining renewal options. The following line items were added for this renewal period.

FY18 Lines 66 - 82 Amount: \$140,700.41  
FY19 Lines 83 - 98 Amount: \$221,279.35

Total Amount of Renewal: \$361,979.76

DLS

\*\*\*\*\*

11-6-2018 - Liquidated Line Items 17-32, moved remaining funds from Line Items 35-47 to 49-64 per AShellehamer. ccr

All quantities are estimated.

This PO is against the Training Services ITQ #4400008567, SRM Contract #4400014255; Terms and Conditions are incorporated by reference.

8/2/2017 - Per PM request, a quantity of 12 was added to Tasks A3 and B3 for FY16 to cover an invoice. These quantities were taken from FY17 quantities in the corresponding Tasks. PO Total remains \$820,563.40 - KG

11/16/17 - Per fiscal liquidated remaining FY16 funds. New PO total \$813,712.84 - LMS

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Line Item 150 increased quantity by 2 due to extension. JTA 03.11.22  
Line Item 151 increased quantity by 1 due to extension. JTA 03.11.22  
Line Item 152 increased quantity by 70 due to extension. JTA 03.11.22  
Line Item 153 increased quantity by 1 due to extension. JTA 03.11.22  
Line Item 154 increased quantity by 1 due to extension. JTA 03.11.22  
Line Item 157 increased quantity by 2 due to extension. JTA 03.11.22  
Line Item 158 increased quantity by 1 due to extension. JTA 03.11.22  
Line Item 159 increased quantity by 70 due to extension. JTA 03.11.22  
Line Item 160 increased quantity by 1 due to extension. JTA 03.11.22  
Line Item 161 increased quantity by 3 due to extension. JTA 03.11.22  
Line Item 162 increased quantity by 1 due to extension. JTA 03.11.22  
Line Item 163 increased quantity by 10 due to extension. JTA 03.11.22  
Line Item 164 increased quantity by 10 due to extension. JTA 03.11.22  
Line Item 166 added due to the extension. JTA 03.11.2

**No further information for this PO.**

**Information:**

**Total Amount:**

**1,735,390.31**

**Currency: USD**

# **TEAM DUI**

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## **PENNSYLVANIA DUI ASSOCIATION**

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**“TECHNICAL SUPPORT FOR THE  
PENNSYLVANIA IMPAIRED DRIVING  
HIGHWAY SAFETY PROGRAM”**

### **TECHNICAL PROPOSAL PENN DOT RFQ #6100032365**

**DUE: FEBRUARY 24, 2015, 1:00 PM**

**Submitted by:**

**C. Stephen Erni, Executive Director  
Pennsylvania DUI Association  
2413 N. Front Street, Harrisburg, PA 17110  
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Federal I.D. # 23-2373340**

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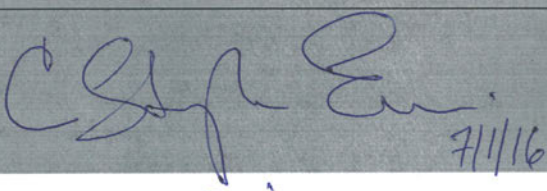
TRAINING SERVICES ITQ CONTRACT 4400008567  
REQUEST FOR QUOTES APPENDIX A

PROPOSAL COVER SHEET  
COMMONWEALTH OF PENNSYLVANIA  
Department of Transportation  
RFQ# 6100037833

Enclosed in three separately sealed submittals is the proposal of the Contractor identified below for the above-referenced RFQ:

Contractor Information:	
Contractor Name	PA DUI Association
Contractor Mailing Address	2413 N. Front Street Harrisburg, PA 17110
Contractor Website	www.padui.org
Contractor Contact Person	C. Stephen Erni
Contact Person's Phone Number	717-238-4334
Contact Person's Facsimile Number	717-238-6211
Contact Person's E-Mail Address	serni@padui.org
Contractor Federal ID Number	23-2373340

Submittals Enclosed and Separately Sealed:	
<input checked="" type="checkbox"/>	Technical Submittal
<input checked="" type="checkbox"/>	Small Diverse Business Participation Submittal
<input checked="" type="checkbox"/>	Cost Submittal

Signature	
Signature of an official authorized to bind the Contractor to the provisions contained in the Contractor's proposal:	
Printed Name	C. Stephen Erni
Title	Executive Director

## **STATEMENT OF THE PROBLEM**

Driving Under the Influence is a complex health/legal issue which demands the cooperative interaction of individuals working in the public and private sector professions dealing with substance abuse, criminal justice and highway safety issues. Pennsylvania's DUI Countermeasures system, referred to as the Pennsylvania Alcohol Highway Safety Program (PAHSP), is the embodiment of this state-initiated network.

The PAHSP was formalized incident to the 1977 revision of the Motor Vehicle Code (Title 75) and was predicated on taking the health/legal approach to managing impaired driver programs. The initial goal for PAHSP was to establish, in all counties, an intervention-education-treatment system that would efficiently process offenders arrested for DUI. In order to achieve consistency across the Commonwealth, Pennsylvania's standardized Alcohol Highway Safety School Curriculum and the Court Reporting Network (CRN) Evaluation for DUI offenders was created and subsequently improved. Both of these components were accomplished under technical service contracts managed by the Pennsylvania Department of Transportation (PennDOT), utilizing federal funding. The use of contract expertise in the development of the curriculum for Alcohol Highway Safety School and CRN freed the very limited personnel and financial resources of the Departments of Health and Transportation from managing the day-to-day problems encountered in a program of such magnitude. Continued use of contracted personnel thus becomes a necessity in the operational maintenance of these PAHSP components. As a result of the expanse of efforts needed to effectively carry out the PAHSP's comprehensive DUI Countermeasures, the need for a local conduit or "DUI Coordinator" was also envisioned. For the purpose of this proposal we should examine this facet of the PAHSP first to clearly understand the need for operational maintenance and technical assistance as addressed in this proposal.

In the mid-to-late 1970s, components of an effective DUI Countermeasures System were identified and more fully developed; the PAHSP recognized that, ideally these activities should be organized by a full-time employee in each county in the Commonwealth.

Historically, the DUI Coordinator was designated by the local President Judge, since the court was responsible for sanctions imposed on DUI offenders. If components such as CRN and AHSS were to be successful, then compliance by each offender was needed; and it was within the court's purview to impose such as part of its sanctions. Generally, the DUI Coordinator has been administratively affiliated with either the criminal justice system or the county drug and alcohol entity. In the "early years," the DUI Coordinator was often affiliated with an agency or office willing to take on these new challenges.

Envisioned as the manager of the "whole system," the County DUI Coordinator represents a combination of the legal and health perspectives. He/she is responsible for the neutral coordination of the diverse concerns and inputs of the various local DUI subsystems and subsequently for integrating these systems with other existing agencies, sometimes only peripherally concerned with the problem of DUI. In order to accomplish this, the Coordinator strove to:

- 1) develop a health/legal system in which the drinking driver could be identified, evaluated, and efficiently processed through the legal system and into an appropriate rehabilitation program as necessary,
- 2) facilitate cooperation and understanding among the many subsystems, and
- 3) coordinate a unified system which efficiently and effectively makes use of pre-existing resources.

As stated in a manual used in early County DUI Coordinator training events:

The coordinator assumes principal responsibility for the efficient and productive functioning of the alcohol highway safety program in all three phases of (1) planning, (2) implementation, and (3) monitoring. Ideally, the coordinator has the expertise in community-wide programs and government management. He/she is conversant with and knowledgeable about highway safety, alcohol abuse and alcoholism, the criminal justice system, public health information and education. Since very few people have these combined skills when they first approach such a position; personal skills of management, program design, patience, fortitude and concern become even more essential. More importantly, the position calls for a coordinator who is flexible, creative and ready to adapt the statewide system to fit the particular needs of the local community he/she represents.

Without a doubt, the single most essential ingredient in a systems approach to the DUI program is the need for a professional, respected and full time coordinator. There is no substitute for a coordinator whose responsibility to coordinate the various components of the system is clearly defined, grounded in authority and paramount in purpose.<sup>1</sup>

During the ensuing years this vision has changed as other issues, detailed below, became apparent.

First, most DUI Coordinators are employed full-time in one of the professional subsystems; many have primary duties as a probation officer, drug and alcohol counselor, or program administrator. The DUI Coordinator's responsibilities are often perceived by county officials as secondary or collateral to their primary vocation; their tasks are usually perceived to be associated only with the training of DUI/Underage Drinking Instructors and CRN Evaluators. Some Coordinators have utilized local advisory boards and task forces to assist with program coordination and management, but the assignment of a dedicated individual whose primary responsibility is to carry out the mandates of the community groups remains a compelling need. Coordinators operating without advisory boards or task forces, also often without the support of individuals in county government who wholeheartedly embrace and support



them, are destined to have great difficulties meeting the goals of a DUI Coordinator. It is evident from feedback received from the field, that although the Pennsylvania DUI Association and the PAHSP have both invested significant time and resources in the training and technical assistance to these Coordinators, they fail to redistribute information to or educate the CRN Evaluators and DUI Instructors they employ. Regular notification of certification status and availability of training in regions of the Commonwealth sent directly to the Evaluators and Instructors is serving as the primary vehicle for responding to this issue. Furthermore, regular mini-conferences to be scheduled for these professionals will offer an easy, unequivocal solution.

Secondly, new DUI Coordinators are often placed in a position of having very little history or knowledge from which to operate in a county, which often occurs because of the limited documentation maintained by the previous Coordinator. It may also be the result of a different subsystem within the county assuming responsibility for coordination of the DUI program (especially when this change is perceived as less than desirable by the subsystem losing the initiative). In 1997 the Program Management Manual was developed to address this issue and act as a resource for new coordinators. The guide details the roles and responsibilities of the MDJs, DAs, Probation/Parole, Court of Common Pleas as well as providing an overview of the DUI law, the CRN Evaluation, and Alcohol Highway Safety School. Updating this resource will continue to allow it to be a valuable tool for DUI Coordinators. An "orientation visit" by the PA DUI Association and PAHSP immediately upon notification of new Coordinators ensures a display of support as well as an appropriate opportunity to clearly define the expectations from these individuals.

Thirdly, DUI Coordinators are often most interested in those issues concerning the subsystem of their primary employment, i.e. criminal justice or substance abuse. For example, a program in the criminal justice system may understandably give appropriate attention to the legal system issues and neglect the health system issues, while the reverse may be true for a Coordinator in the health field. These situations can create a difficult atmosphere, impeding the flow of information from one subsystem to another. The DUI Coordinator must balance the requirements of the "whole system" and gain credibility and respect from those professionals employed throughout networking subsystems. With the development of the County Alcohol Highway Safety Review, PAHSP and the PA DUI Association are not only able to identify areas of need but also capable of "encouraging" DUI Coordinators to explore and network within their county just by virtue of gathering the information requested.

Lastly, some county DUI Coordinators perceive themselves as isolated, receiving little help from those state level organizations responsible for DUI activities. Coordinators are constantly requesting more information and personal consultation on various issues from the PA DUI Association and PAHSP staff. It appears that there may be a perceived lack of attention from the state which may be due, in part,

to a lack of resources at the state level needed to "nurture" the Coordinator. These feelings may also stem from the DUI Coordinator's frustration of having such varying and overwhelming responsibilities to balance within obvious time constraints. Some Coordinators have requested that their roles and job descriptions be specifically defined, which may well be an indication of both high turnover in the position, a lack of understanding about the Coordinator's responsibilities (often by both the Coordinator and the employing subsystem), and/or the absence of their superior's support for coordinating highway safety activities. The continuous review of the County Alcohol Highway Safety Programs will maintain the unconstrained interaction and frank discussion not usually occurring during training or routine telephone business. It gives DUI Coordinators and program managers a sense of support from the PAHSP and the PA DUI Association.

The complexity of the DUI issue requires that DUI Program Managers and Coordinators view Alcohol Highway Safety activity as a complex system combining strong management and coordination efforts, especially when more than one PAHSP supported or funded program may exist in a county. While the general population has grown to accept that DUI is not an acceptable behavior, County DUI programs still struggle with processing offenders through the system in the traditional way. Mounting prevention, complex enforcement, recidivism, underage drinking, and overcrowded prisons issues add further facets to this massive problem, strengthening the mandate that Alcohol Highway Safety programs be managed and coordinated among all participating agencies and individuals. The DUI subsystems must evolve into a comprehensive, integrated DUI system.

In order to catalyze this progressive evolution, up-to-date technical assistance and training must be in the forefront of the system, preparing the way. A prime example of the need to provide training to a broad array of highway safety professionals ensued during a previous contract. The passage of sweeping DUI legislation (Act 24) resulted in the PA DUI Association (in conjunction with ILEE) developing and conducting over 50 workshops for all professionals dealing with DUI – law enforcement personnel, treatment professionals, district justices, district attorneys, probation/parole officers, CRN Evaluators, DUI Instructors, etc. These workshops trained over 3,600 individuals in a two month time span. The Association also produced a special newsletter detailing all of the changes in the new law and disseminated 13,000 copies in less than a month after the legislation passed and was signed into law.

This contract serves as the primary vehicle for responding to this demand for technical assistance and training. The Department of Transportation and previous contractors (including the Pennsylvania DUI Association) have implemented DUI Coordinator Workshops, Sobriety Checkpoint Workshops, Comprehensive Highway Safety Coordinator Meetings and various other training/meeting opportunities during the past several years. The Pennsylvania DUI Association also facilitates training, technical assistance and networking through conduct of its Quarterly Regional and Annual Meetings, since the

organization's inception in 1979. This contract strives to improve education and coordination among the network of professionals through extensive topic-oriented miscellaneous training, DUI Coordinator training and the involvement of the contractor at all pertinent meetings of the state's highway safety network.

A complementary strategy to training is the yearly review of the County Alcohol Highway Safety Programs requested in the proposal. The reviews will enable the PAHSP to identify or monitor areas of need and provide input on potential innovations that could be implemented in other counties. By virtue of this contract, PAHSP will continue to have ready access to the most up-to-date information needed for other federal requirements such as reports to continue Federal Incentive Programs (Section 410).

It is evident that PAHSP and the PA DUI Association have invested significant time and money in the development of CRN and Alcohol Highway Safety School and their respective professionals. It is time for these individuals and DUI Coordinators to be accountable for the expenditures of federal, state and local funds to determine proper utilization and required operation of their perspective DUI subsystems. By conducting reviews of their AHSS and CRN processes it will give PAHSP a better view in the current implementation and anticipated impact on alcohol highway safety throughout the Commonwealth.

Coordinators, CRN Evaluators and DUI Instructors frequently need assistance in contacting and networking with other states' DUI systems to transfer clients/client information. The state Alcohol Highway Safety Directory, listing County Coordinators, as well as those in charge of coordinating subsystems, continues to facilitate county-to-county exchanges but has failed to improve networking outside the Commonwealth's borders. The proposed mini-conferences further enlighten the interstate transfer DUI process, as well as eliminate the confusion in treatment, licensing and other comparable issues.

The DUI Coordinator is still considered primarily responsible for management of the CRN Evaluation system and Alcohol Highway Safety Schools at the local level. At a minimum, she or he must identify individuals to be trained as Instructors and/or Evaluators, supervise individuals in the certification process, and maintain their Evaluator/Instructor certification, monitor program implementation, CRN Client Intake Form administration and Alcohol Highway Safety classes to ensure quality.

The Alcohol Highway Safety School was statutorily established as per Title 75 §1549(b) in 1983. The Departments of Transportation and Health are responsible for providing standards, including a standardized curriculum. Pennsylvania's initial standardized curriculum was funded by PennDOT and developed by Dr. Pascal Scoles in 1980. (A limited revision of the curriculum took place in 1985, adding special sections such as a juvenile DUI appendix.) During the Operational Maintenance and Technical Assistance contract of 1993-1996 the Association completed an intensive revision of this Instructor's

Guide. This revision includes instructional techniques for Instructors and updated information concerning impaired driving issues and research. There is a need however for the periodic revision of this product with all changes being directly distributed to the DUI Instructors. A revision of all sections relating to the law was undertaken as a result of the passage of Act 24 in 2003. (The PA DUI Association already planned for logistical considerations to this matter by printing and distributing these manuals in a ring-binder, thus eliminating the need to reprint and/or ship the entire manual. Rather, only additional or updated pages need to be distributed.) Another full review of the standardized curriculum would be advisable during the upcoming contract period, as a decade has passed since the last complete revision.

During a past contract period a uniform power point presentation was developed. This presentation, which was included county specific data, can now act as the delivery system for the standardized Alcohol Highway Safety School curriculum. The presentation not only provides all of the information required in the curriculum, but also combines use of the Interactive Journals in the program.

The regular update of the Instructor's Guide and training requested in this proposal provide the only quality control of this important sanction imposed on DUI offenders. To this end, the PAHSP has continually funded contractors to provide the maintenance of training and certification of DUI Instructors since the early 1980s. The Association has provided this service since 1987. This training has been expanded in the past few years to include training in specific topics of use to Instructors, including updated drug/alcohol research, newly enacted legislation/case law regarding DUI, and instructional methodologies. In 1993, an enhanced recertification requirement for DUI Instructors was implemented, calling for 12 hours of continuing education every two years.

Growing out of a need for better data collection, uniformed sentencing information, and statewide consistency in approaching DUI, the Court Reporting Network (CRN) was developed. One of the primary goals of this initiative was to provide a computerized information system linking county DUI programs together into a comprehensive network, thereby assisting individuals responsible for local management of a DUI program in the planning, implementation, and monitoring of their programs. The CRN facilitates uniform evaluation procedures for DUI offenders across the Commonwealth by utilizing a statewide compilation of statistics garnered from each DUI offender's Alcohol Highway Safety history, alcoholic beverage consumption, and drug usage; it also provides the courts with other specific information about the offender, such as past driving history and prior treatment. This data assists in making clinical and administrative decisions regarding the offender. The CRN also standardizes the information gathered and disseminated across the state for statistical purposes. Most importantly, the CRN facilitates a "comprehensive statewide approach to the management of DUI programs; it provides DUI program coordinators with a concise and simple management tool that will enhance a local county's program while at the same time facilitating an integrated statewide information system."<sup>2</sup>

Quality control and appropriate use of the CRN is even more important as a result of the passage of Act 122, which requires mandatory treatment for second and subsequent offenders. First, it is most important that Evaluators and county officials understand that CRN is a pre-screening tool, not a diagnostic instrument designed for use in determining levels and modalities of treatment. Second, if useful information is going to be given to the drug/alcohol treatment component of the system for use with an assessment or intake, the CRN must be as reliable as possible. Both of these concerns can be addressed in a quality certification and recertification process that includes training regarding the appropriate use of CRN and methods/techniques to increase its reliability. By keeping these issues before experienced Evaluators, the opportunity for misuse and misunderstanding of the CRN's role in the Pennsylvania Alcohol Highway Safety Program will be diminished. An enhanced CRN Evaluator recertification process began during previous contracts with the Department of Transportation. Presently the Association, under contract to PAHSP, is requiring all currently certified CRN Evaluators to complete 12 hours of continuing education and demonstrate the completion of at least five (5) accurate CRN's every two years.

One of the most significant accomplishments under the 2000-2005 contract was the completed revision of the CRN Evaluation tool to reflect the needs identified by DUI personnel in order gather more relevant information about multiple drug use patterns of DUI offenders and underage offenders. The revised CRN is now a web-based application. The DUI Association, along with the PennDOT contractor CIBER, worked closely with PennDOT personnel to rewrite the instrument itself and the accompanying CRN Evaluators Manual. The Association also facilitated the implementation of the new CRN in the field by setting up 17 Implementation workshops for the 400+ CRN Evaluators and DUI Coordinators in the state. DUI Association staff was also responsible for entering all CRN Evaluators into the new computer system as users and issuing user names and passwords, as well as developing a page on the website to address frequently asked questions. The system is now a decade old and a review of the CRN questions was accomplished under the last contract. The software and evaluator manual also need to be revised in order to maintain the most up-to-date and efficient system possible. Increased drug impaired driving trends and outdated software are the most pressing issues at this time.

Driving under the influence is risky behavior for any age, but for those under 21 it often involves driver who purposefully consume alcohol at levels which cause impairment. In 2013, on Pennsylvania roadways the involvement of drinking drivers under the age of 21 accounted for nineteen (19%) percent of the driver deaths in the 16-20 age group. During a past Operational Maintenance and Technical Support contract, the Association developed a standardized underage DUI and underage drinking curriculum for Pennsylvania, offering the first integrated system wide approach to this issue in the United States. This manual remains an important element in the general battle against impaired driving and

underage drinking. It addresses numerous issues, most importantly the countering of youth's predisposition of invulnerability and dangerous behavior. It is therefore, imperative that this manual be constantly updated to include the latest information available. Continuing to offer certification workshops for Underage DUI/drinking Instructors is vital to insure that the curriculum is implemented as intended. Although UAD classes are not mandated by law, they are a vital part of the Commonwealth fight against impaired driving.

In preparing the detail for this proposal the considerations expressed in this problem statement have been examined and utilized to best identify the action plans and personnel for the "Operational and Technical Assistance to the PAHSP" contract. Each one of these issues directly affects some, if not all, deliverables requested by the current RFP.

- 
1. Excerpt from the manual used for the 1983 DUI Program Management training
  2. CRN Manual

## MANAGEMENT SUMMARY

The Technical Support for the Pennsylvania Impaired Driving Highway Safety Program entails all phases of the training and education of the Commonwealth's DUI/Underage Drinking Instructors and CRN Evaluators, including: conduct of the certification workshops and process, including the administration of a certification exam; maintenance of a database to track certification and recertification; status mailings to DUI Coordinators enabling them to track credit status; conduct of educational workshops for recertification purposes; conduct of conferences to address issues specific to the CRN Evaluator, DUI Instructor and DUI Coordinators; development of new workshops as necessary to meet CRN Evaluator and DUI Instructor needs; review existing manuals, guides and curriculums and report on needed changes; development and implementation of new manuals, guides and curriculums as needed; review of all Pennsylvania Statutes, codes and regulations regarding Alcohol Highway Safety School and the name change to include all aspects of impaired driving and regular meetings with the Master Trainers to ensure quality and consistency of training offered.

This contract also demands the support and training for DUI Coordinators in the form of: annual conferences; development and distribution of AHSP directories; site visits to new coordinators, or those requesting support; review, update and analysis of program wide information gathered through the county review process; ongoing quality assurance checks for DUI programs including review of Alcohol Highway Safety Class/Underage Drinking Instructors and CRN Evaluators; maintenance of a home page on the World Wide Web; and technical support as requested.

Listed below are specific requirements of this project:

- Administer and conduct Alcohol Highway Safety School (AHSS) Instructor Certification and Recertification Programs;
- Administer and conduct Underage Drinking Instructor certification/ recertification process;
- Administer and conduct the Court Reporting Network (CRN) Evaluator Certification and Recertification Programs;
- Review and update the DUI Instructor/UAD Instructor and CRN Evaluator manual as needed;
- Develop and conduct workshops aimed at reducing deficiencies and providing advanced training in CRN evaluations;
- Provide written summaries and a brief course evaluation upon completion of all workshop sessions;
- Conduct regional mini-conferences for DUI Instructors and CRN Evaluators;

- ☐ Conduct CRN Evaluator and AHSS Instructor Master Trainer sessions;
- ☐ Maintain certification/recertification process for DUI/Underage Instructors and Evaluators, including database maintenance and issuance of certificates;
- ☐ Develop and distribute a course guide/outline describing all workshops offered;
- ☐ Develop and maintain an error log to record CRN evaluation processing deficiencies;
- ☐ Develop and recommend regulations for the oversight of the Court Reporting Network;
- ☐ Design and conduct annual two-day DUI Coordinator Workshops;
- ☐ Conduct an assessment of the delivery system for a county Alcohol Highway Safety School each month;
- ☐ Maintain a home-page on the World Wide Web;
- ☐ Identify need, design, and conduct full day and half-day Miscellaneous Workshops to support the professionals in the field;
- ☐ Interact with and provide technical support to DUI Coordinators, Project Coordinators, and other DUI-related organizations as it specifically relates to this project, as well as those projects beyond the scope of this effort;
- ☐ Revise and produce Pennsylvania Alcohol Highway Safety Program Directory annually for use by the DUI Coordinators and other professionals in the field;
- ☐ Review, revise and produce updates to the CRN Manual and other materials used by CRN evaluators;
- ☐ Review, revise and produce all other program manuals used by county DUI Coordinators and other program management personnel;

The approaches for accomplishing deliverable products, estimated time lines, and total staff hours required are described in Section III of this proposal, "Proposed Project Plan."



## WORK PLAN

### **Task A: Pennsylvania Alcohol Highway Safety School (AHSS) Instructor Certification Program**

The PA DUI Association will develop, conduct, and implement various workshops and conferences for the AHSS Instructor Certification program, in accordance with Section 1549(b)(1) of the Vehicle Code and the regulation promulgated pursuant to that section 67 PA Code 94.10. Administrative support for these workshops will be provided. Administrative support includes, but is not limited to, scheduling workshops and securing facilities, preparing and disseminating materials, reviewing manuals and curriculum, registering participants, collecting and summarizing workshop evaluations, maintaining data files, submission of schedules, and issuing certificates.

**1. Conduct AHSS Instructor Certification Workshops regionally across the Commonwealth, including provision of all administrative support necessary to conduct the certification workshops.**

**a. Conduct five (5), two (2) day AHSS Instructor Certification Workshops per contract year.**

Subsequent to approval of this contract, the specific dates and location of the AHSS Instructor Workshops will be submitted to the Bureau of Maintenance and Operations (BOMO) for approval on an annual basis; then the current year's training schedule and arrangements for the Trainers and facilities will be finalized. (Appendix A is the 2016 training schedule originally furnished to County DUI Coordinators.) Facilities scheduled will provide an adequately sized training room including tables and chairs; a lectern, audiovisuals, and table for the Trainer. Special lodging rates will be solicited for participants who may desire/need lodging.

Subsequent to approval of the contract, "Letters of Agreement" will be sent to the Trainers who are to conduct the workshops detailing the conditions of employment. The Association will utilize Samuel Monismith, Ph.D., William Rowan, M.A., Carl McKee and Susan Gerhart as Master Trainers, all of whom have been previously approved by PAHSP (curriculum vitae supplied in the Appendix); any other trainers will be approved by PAHSP prior to their utilization.

Prior to each of the Two-Day Instructor Certification Workshops, the Trainer will be sent: (1) a

class roster, (2) an instructor's guide and information packet (with handouts) for each participant, (3) information for completing the online evaluation, (4) name tents, (5) copies of each participant's registration form, (6) a copy of the hotel/motel agreement, (7) a sign-in sheet for participants, and (8) any special instructions. At/after each Instructor Certification Workshop, the Trainer will: (1) distribute the instructor's guides, name tents, and packets, (2) conduct the workshop, (3) prepare their report, and (4) package and return the workshop report and materials to the Pennsylvania DUI Association. Upon completion of each Instructor Certification Workshop the Association will submit to the PennDOT Project Manager a report.

All handouts and instructional materials utilized in any of the Workshops will be provided by the Pennsylvania DUI Association. The Association will also be responsible for all costs associated with the Trainers, facilities, and instructional equipment/ materials. The participants and/or their parent organizations will be responsible for the participant's time, travel, and per diem costs.

**2. Conduct AHSS Performance Analysis Workshops regionally across the Commonwealth, including provision of all administrative support necessary to conduct the performance analysis workshops.**

**a. Conduct five (5) one (1)-day Performance Analysis Workshops (PAW) per contract year.**

Subsequent to approval of this contract, the specific dates and location of the five (5) Workshops will be submitted to the Pennsylvania Alcohol Highway Safety Program (PAHSP) for approval on an annual basis; then the current year's training schedule and arrangements for the Trainers and facilities will be finalized. Facilities scheduled will provide an adequately sized training room including tables and chairs; a lectern, audiovisuals, and table for the Trainer. Special lodging rates will be solicited for participants who may desire/need lodging.

Prior to each of the Performance Analysis Workshops, the Trainer will be sent: (1) a class roster, (2) post-tests, (3) agendas, (4) name tents, (5) copies of each participant's registration form, (6) copies of each participant's class outline and lesson plans, (7) copies of Peer Critique, (8) information for completing the online evaluation, (9) a copy of the hotel/motel agreement, (10) copies of the Instructor Exam, and (11) any special instructions. At/after each Performance Analysis Workshop, the Trainer will:

(1) distribute the agendas, (2) conduct the workshop, (3) administer the Instructor Exam, (4) prepare the Workshop report, and (5) ship all reports, tests, and evaluations back to the Pennsylvania DUI Association, who will score and record the scores of the tests, a summary of which shall be prepared and submitted to PAHSP. Participants must pass the Instructor Exam with an 85% or better to be certified as an Alcohol Highway Safety School Instructor. Upon completion of each Instructor PAW Workshop the Association will submit to the PennDOT Project Manager a report.

Subsequent to the Performance Analysis Workshop, County DUI Coordinators will be sent appropriately signed certificates for each individual successfully completing all requirements. These certificates have been provided and printed by either PAHSP or a contracted printer. Individuals not successfully completing the requirements will be noted along with the reason.

All handouts and instructional materials utilized in any of the Workshops will be provided by the Pennsylvania DUI Association. The Association will also be responsible for all costs associated with the Trainers, facilities, and instructional equipment/ materials. The participants and/or their parent organizations will be responsible for the participant's time, travel, and per diem costs.

### **3. Issue AHSS Instructor certificates and recertification certificates.**

#### **a. Approximately 250 AHSS Instructor certificates will be issued during the first contract year.**

Upon completion of a DUI Instructor Performance Analysis workshop, all individuals who passed the exam with an 85% or better will be issued a DUI Instructor Certificate. The certificates are printed and sent to PennDOT for signature. A letter, with the appropriate certificates, is mailed to the attendee's County DUI Coordinator notifying them whether the attendee passed or failed the exam.

To achieve recertification as a DUI Instructor, the individual must: 1) accrue 12 hours of approved continuing education credits, 2) submit AHSS scores for one class proving a post-test class average of at least 24 out of 30 points on the knowledge inventory, and 3) submit a completed DUI Instructor Performance Assessment form, completed by the DUI Coordinator/designee, following the observance of a whole series of classes taught the by instructor. The performance assessment form

(appendix B) must be signed by the individual evaluator and evaluate, assuring that the performance has been reviewed by both parties. When the Association receives the individual's recertification request, it is checked for accuracy. If all requirements have been met a certificate is issued and sent to PennDOT for signature. The certificates and a letter stating expiration dates is sent to the County DUI Coordinator.

**4. Maintain an electronic file (Microsoft Access) related to all aspects of AHSS Instructor Certification and Recertification. The file will contain, at a minimum, the name, County, date of initial certification, recertification dates, name of instructor and contact information.**

**a. A copy of the database will be provided to the PennDOT Project Manager on a biannual (twice per calendar year) basis each year of the contract.**

Appropriate workshop data is entered into the computerized Instructor Data File. A list of current DUI County Coordinators is also maintained.

The file maintains individuals by an active or inactive status. Only persons currently certified are maintained in active computer status; individuals who never completed certification or whose certification has lapsed will be stored in the data, but not printed on the quarterly Instructor status lists. The Instructor Data File records information for individuals: seeking certification (applying for or in the process of attending the Certification Workshops), currently certified (including the date of recertification), whose certification has expired, and those who started the certification process and quit. This list is reviewed on an ongoing basis; each county's status list is then mailed to DUI County Coordinators bi-annually so that county and state records may be cross-checked for accuracy.

On a bi-annual basis, the Pennsylvania DUI Association will provide updated printouts of the active Instructor Data File and the DUI County Coordinators list to PAHSP and to PennDOT. The printout lists, by county, instructors by name, current status, initial training, certification, recertification dates and credits earned toward recertification.

**5. Conduct Master Trainer Update Workshops to keep trainers abreast of current issues relating to impaired driving offenders and AHSS. This will include all administrative support necessary to conduct the update workshop.**

**a. Conduct three (3), one (1) day Master Trainers Updates Workshops per contract year .**

The Pennsylvania DUI Association will survey all Master Trainers to obtain subjects for the session, which will also include updates on legal challenges and legislative/administrative changes that affect information being presented in the Workshops. Any new Master Trainer being considered will attend at least one of these sessions before conducting any training. Representatives from PAHSP will be invited to attend each of these meetings. A report on these sessions will be sent to PAHSP with any suggestions for changes or improvement of the training.

**6. Conduct AHSS Instructor Regional Workshops regionally across the Commonwealth to provide AHSS Instructor Recertification candidates the opportunity to obtain credit hours necessary for recertification. This will include all administrative support necessary to conduct the update workshops.**

**a. Conduct three (3) one (1)-day AHSS Instructor Regional Workshops per contract year.**

Subsequent to approval of this contract, the PA DUI Association proposes to conduct one-day mini-conferences for DUI Instructors throughout Pennsylvania to deal with topics frequently requested by those individuals: Blood Alcohol Concentration, Multiple Drug Use, DUI Education Curriculum, Special Issues, Licensing Issues, Instructional Objectives, teaching tools, recertification requirements, audio visual updates, changes in Pennsylvania's Vehicle Code and class activities.

These conferences will be held three per year at a yet to be determined site. The Association will be responsible for all costs associated with the presenters, facilities, and instructional equipment/materials.

Prior to each of the conferences, the Trainer will be sent: (1) a class roster, (2) handouts for each participant, (3) information on how to complete the online evaluation, (4) name tents, (5) copies of each participant's registration form, (6) a copy of the hotel/motel agreement, (7) a sign-in sheet for participants, and (8) any special instructions. At/after each mini-conference, the Trainer will: (1) distribute handouts, name tents, and packets, (2) conduct the workshop, (3) administer the post-session reaction forms, (4) prepare their report, and (5) package and return the workshop report and materials to the Pennsylvania DUI Association.

7. **Assist in the implementation of the name change from “Alcohol Highway Safety School” to “Impaired Driving School” or similar name in support and coordination with the PennDOT Project Manager.**

**a. Provide assistance (one effort) to update to the AHSS manuals, curriculum and all materials, as well as educate the county highway safety programs during the first year of the contract.**

The Pennsylvania DUI Association utilized the Master Trainers to identify/review needs for updated information and issues of concern in relation to the standardized curriculum and a report was submitted during the last contract period. They shall work to gather information from the field, review suggested changes/revisions/additions, and field test any new materials. Concepts/outlines for any new training and printed information added to the Standardized Curriculum shall be referred to PAHSP. Updated information or materials to be included in the binders will be mailed directly to each Instructor or provided during training (as deemed necessary).

A need also exists to continually update instructors on new legislation and research. Information, such as the recent developments with the passage of the Medical Marijuana Act and changes in the Ignition Interlock law, must be disseminated to the field in a timely fashion. Therefore, the Association proposes dissemination of its newsletter electronically on a monthly basis. Content matter in this publication will continue to include skill enhancement information, as well as training opportunities.

8. **Submit a written schedule with the timeline hours and delivery dates.**

The staff hours and performance time frame can be found at the end of this section.

## **PRODUCTS:**

1. An annual schedule of all DUI Instructor Re/Certification Workshops, including dates, locations, and Trainers.
2. Instructional materials provided to the participants of all levels of DUI Instructor Workshops.
3. A written report of each of the Two-Day Instructor Certification Workshops including a listing of participants, a summary of the participant reaction forms and trainer remarks.
4. A written report of each of the One-Day Performance Analysis Workshops, including a listing of all participants, their test scores and a summary of the Participant Reaction Forms, and trainer comments.
5. A written report of each of the DUI Instructor Mini-Conferences, including a listing of all participants, trainer comments, and suggestions for improving the Workshop and DUI Instructors, as a whole.
6. A written report of each of the Master Trainer planning/update sessions, including a listing of all participants and suggestions for improving the Workshops, Master Trainers, and/or the materials.
8. Bi-annual printouts of the computerized Alcohol Highway Safety School Instructor File which indicates, by county: (1) those who have completed the Two-Day Workshop, (2) those completing all requirements for certification and the date, (3) those completing additional training with workshop titles/dates, (4) those completing all requirements for recertification and the date, and (5) those whose certification has expired.
9. Certificates and recertification diplomas mailed to DUI County Coordinators for all Certified and Recertified Instructors.
10. Copies of the standardized curriculum as needed.
11. Make necessary changes to the AHSS manuals, materials and curriculum and assist with the implementation of the name change from Alcohol Highway Safety School to Impaired Driving School (or the like).
12. A listing of ongoing activities in monthly reports and a summary and evaluation of activities in the quarterly and final reports.

**Task B: Court Reporting Network (CRN) Evaluator Certification Program**

Develop, conduct, and implement various workshops and conferences for the CRN Evaluator Certification program, in accordance with and in support of 75 Pa. C.S. §3816(a). Administrative support for these workshops and conferences will be provided, including, but is not limited to, scheduling workshops and securing the necessary facilities, preparing and disseminating materials, registering participants, maintaining data files (including electronic error log for CRN evaluation deficiencies), submission of schedules, issuing certificates, reviewing and updating the CRN Evaluator's Manual and submission of summaries and course evaluations following each training session.

**1. Conduct CRN Evaluator Certification Workshops regionally across the Commonwealth, including provision of all administrative support necessary to conduct the certification workshops.**

**b. Conduct five (5), two (2) day CRN Evaluator Certification Workshops per contract year.**

Subsequent to the approval of this contract, the specific dates and location of the CRN Evaluator workshops will be submitted to the Pennsylvania Alcohol Highway Safety Program (PAHSP) for approval on an annual basis and then arrangements for the Trainers and facilities will be finalized.

Facilities scheduled will include a training room adequate for up to 25 students, including tables and chairs, a lectern, audiovisuals, and a table for the Trainer. Special rates will be solicited for participants who may desire/need lodging.

Subsequent to approval of this contract, "Letters of Agreement" will be sent to the Trainers who are to conduct the workshops detailing the conditions of employment. The Pennsylvania DUI Association will utilize William Rowan, M.A., Carl McKee, Susan Gerhart and Geoffrey Arthur as Master Trainers, previously approved by PAHSP (curriculum vitae supplied in Appendix); other trainers under consideration would be approved by PAHSP prior to their utilization.

Prior to each of the Two-Day CRN Evaluator Certification Workshops, the Trainer will be sent: (1) a class roster, (2) an information packet with handouts for each participant (including an agenda and information for completing the online evaluation), (3) name tents, (4) copies of each participants' registration forms, (5) a copy of the hotel/motel agreement, (6) participant sign-in sheet, and (7) any special instructions for the Trainer. CRN Evaluator Manuals will be sent to each participant approximately one week prior to the training or upon receipt of registration information. At/after each



CRN Evaluator Certification Workshop, the Trainer will: (1) distribute the name tents and (handout) packets, (2) conduct the workshop, (3) prepare their report, and (4) package and return the workshop report and materials to the Pennsylvania DUI Association. Upon completion of each Evaluator Certification Workshop the Association will submit to the PennDOT Project Manager a report.

The CRN Evaluator's Manual and all other handouts and instructional materials utilized in any workshops will be provided by the Pennsylvania DUI Association. CRN manuals will be printed on an "as needed" basis. The Pennsylvania DUI Association will be responsible for all costs associated with the Trainers, facilities, and instructional equipment/materials, including the printing of any additional CRN Evaluator manuals or certificates. The participants and/or their parent organization will be responsible for the participant's time, travel, and per diem costs.

**2. Conduct CRN Performance Analysis Workshops regionally across the Commonwealth, including provision of all administrative support necessary to conduct the performance analysis workshops.**

**b. Conduct five (5) one (1)-day Performance Analysis Workshops (PAW) per contract year.**

Subsequent to the approval of this contract, the specific dates and location of the CRN PAW workshops will be submitted to the Pennsylvania Alcohol Highway Safety Program (PAHSP) for approval on an annual basis and then arrangements for the Trainers and facilities will be finalized. Facilities scheduled will include a training room adequate for students, including tables and chairs, a lectern, audiovisuals, and a table for the Trainer.

Prior to each of the One-Day Performance Analysis Workshops, the Trainer will be sent (1) a class roster, (2) agendas, (3) name tents, (4) a copy of each participant's registration forms, including three sample CRNs\* completed by the participant {a worksheet [supplied in first workshop packet], all nine pages of the Client Intake Form [CIF], and Client Profile Form [CPF]}, (5) information for completing the online evaluation, (6) a copy of the hotel/motel agreement, (7) participant sign-in sheet, (8) copies of the certification examination, (9) hand scoring worksheets, and (10) any special instructions.

At/after each Performance Analysis Workshop, the Trainer will: (1) distribute the agendas, (2) conduct the workshop, including a CRN hand scoring exercise, (3) administer the CRN certification examination, (4) prepare the workshop report, and (5) package and ship all reports and materials back to the Pennsylvania DUI Association who record the scores of the tests, a summary of which shall be prepared and submitted to PAHSP. Upon completion of each Instructor PAW Workshop the Association will submit to the PennDOT Project Manager a report.

Subsequent to the Performance Analysis Workshop, County DUI Coordinators will be sent appropriately signed certificates for each individual successfully completing all requirements. These certificates have been provided and printed by either PAHSP or a contracted printer. Individuals not successfully completing the requirements will be noted along with the reason.

All handouts and instructional materials utilized in any of the Workshops will be provided by the Pennsylvania DUI Association. The Association will also be responsible for all costs associated with the Trainers, facilities, and instructional equipment/ materials. The participants and/or their parent organizations will be responsible for the participant's time, travel, and per diem costs.

\* The RFQ calls for 5 sample CRNs, but the Association, upon the Master Trainers recommendation, is suggesting 3 sample CRNs. There are several reasons for this change: 1) small counties may find it difficult to have 5 CRNs completed prior to the CRN PAW; 2) in the instance of a large class, 5 CRNs per participant is too many for the Trainer to review in a timely manner; and 3) three CRNs should be a large enough sample for the trainers to assess the evaluators skills.

**3. Issue CRN Evaluator certificates and recertification certificates.**

**a. Approximately 250 CRN Evaluator certificates will be issued per contract year.**

Upon completion of a CRN Evaluator Performance Analysis workshop, all individuals who passed the exam will be issued a DUI Instructor Certificate. The certificates are printed and sent to PennDOT for signature. A letter, with the appropriate certificates, is mailed to the attendee's County DUI Coordinator notifying them whether the attendee passed or failed the exam.

To achieve recertification as a CRN Evaluator, the individual must: 1) achieve the required number of credits, and 2) have conducted a minimum of 5 CRN interviews over the past two years. When the Association receives the individual's recertification request, it is checked for accuracy. If all requirements have been met a certificate is issues and sent to PennDOT for signature. The certificates and

a letter stating expiration dates is sent to the County DUI Coordinator.

**4. Maintain an electronic file (Microsoft Access) related to all aspects of AHSS Instructor Certification and Recertification. The file will contain, at a minimum, the name, County, date of initial certification, recertification dates, name of instructor and contact information.**

**a. A copy of the database will be provided to the PennDOT Project Manager on a biannual (twice per calendar year) basis per contract year.**

Bi-annually printouts of updated lists will be provided to the Departments of Transportation (PAHSP) and County DUI Coordinators. The lists will show active/prospective evaluators by county code, status, initial certification training and recertification dates.

Appropriate data is entered into the computerized CRN Evaluator Data File, based on the registration information received; it records information on the status of individuals seeking certification (applying for or in the process of attending the Certification workshops), active evaluators (currently certified), those who started the certification process and quit, as well as individuals no longer conducting CRN evaluations. This list is reviewed at least on a quarterly basis, and, as appropriate, letters are sent to County DUI Coordinators, notifying them of any action needed.

On a biannual basis, the Pennsylvania DUI Association will provide updated printouts of the CRN Evaluator Data File and the County DUI Coordinator lists to PAHSP. Specific information also will be supplied, upon request, to County DUI Coordinators, PAHSP.

**5. Conduct Master Trainer Update Workshops to keep trainers abreast of current issues relating to impaired driving offenders and the CRN. This will include all administrative support necessary to conduct the update workshop.**

**a. Conduct three (3), one (1) day Master Trainers Updates Workshops per contract year.**

The Pennsylvania DUI Association will survey all Master Trainers to obtain subjects for the sessions, which will also include updates on legal challenges, new information or administrative changes that effect training presentations. If a new Master Trainer is being considered, he/she must attend one of these sessions before conducting any training. Representatives from PAHSP and PennDOT Bureau of Licensing, CRN Division, will also be invited to each of these sessions. A report on the sessions will be sent to PAHSP with any suggestions for changes or improvement.

**6. Conduct CRN Evaluator Regional Workshops regionally across the Commonwealth to provide CRN Evaluator Recertification candidates the opportunity to obtain credit hours necessary for recertification. This will include all administrative support necessary to conduct the update workshops.**

**a. Conduct three (3) one (1)-day CRN Evaluator Regional Workshops per contract year.**

This deliverable will be held in conjunction with Task A6 (see for details).

**7. Conduct training workshops on the updated CRN system. Every certified CRN Evaluator will need to attend this training as part of initial certification or recertification. These trainings will be conducted regionally across the Commonwealth.**

**a. Conduct twenty (20) CRN Update workshops during the first contract year.**

In 2016 a report on all of the required changes was submitted and upon approval changes will be made to the CRN manual, materials, instrument and web application. Upon completion of the update trainings for all evaluators will be conducted regionally throughout the state. All evaluators wishing to recertify will be required to attend this training to maintain their certification and all newly certified evaluators will also need to attend this workshop as part of their certification process. The Association will utilize the CRN Master Trainers to develop materials appropriate for this workshop.

Subsequent to the approval of this contract, the specific dates and location of the CRN Update workshops will be submitted to the Pennsylvania Alcohol Highway Safety Program (PAHSP) for approval on an annual basis and then arrangements for the Trainers and facilities will be finalized. Facilities scheduled will include a training room adequate for the students, including tables and chairs, a lectern, audiovisuals, and a table for the Trainer. Special rates will be solicited for participants who may desire/need lodging.

The Pennsylvania DUI Association will utilize William Rowan, M.A., Carl McKee, Susan Gerhart and Geoffrey Arthur as Master Trainers, previously approved by PAHSP (curriculum vitae supplied in Appendix); other trainers under consideration would be approved by PAHSP prior to their utilization.

Prior to each of the CRN Update Workshops, the Trainer will be sent: (1) a class roster, (2) an information packet with handouts for each participant (including an agenda and information for completing the online evaluation), (3) name tents, (4) copies of each participants' registration forms, (5) a

copy of the hotel/motel agreement, (6) participant sign-in sheet, and (7) any special instructions for the Trainer. At/after each CRN Update Workshop, the Trainer will: (1) distribute the name tents and (handout) packets, (2) conduct the workshop, (3) prepare their report, and (4) package and return the workshop report and materials to the Pennsylvania DUI Association. Upon completion of each CRN Update Workshop the Association will submit to the PennDOT Project Manager a report.

The updated CRN Evaluator's Manual and all other handouts and instructional materials utilized in any workshops will be provided by the Pennsylvania DUI Association. CRN manuals will be printed on an "as needed" basis. The Pennsylvania DUI Association will be responsible for all costs associated with the Trainers, facilities, and instructional equipment/materials, including the printing of any additional CRN Evaluator manuals or certificates. The participants and/or their parent organization will be responsible for the participant's time, travel, and per diem costs.

**8. Assist Penn DOT in the promulgation of regulations for the Court Reporting Network (CRN) under Title 67 of the Pennsylvania Code. A draft of initially proposed regulations for review by the Penn DOT Project Manager and technical support during the promulgation process will be provided.**

**a. Provide one (1) initial draft of proposed regulations for the Court Reporting Network and subsequent required drafts as well as provide support during the promulgation process during the first contract year.**

The Pennsylvania DUI Association will review the current Title 67 regulations and develop suggested regulations for the Court Reporting Network (CRN), CRN Evaluators and County DUI Coordinators. A report on these suggested regulations will be provided to the PennDOT Program Manager upon completion.

A plan for making all affected programs and individuals aware of such changes will also be addressed. This change will be far reaching and extensive; it may necessitate legislative change. Reaching out to all the County DUI Programs will be a vital part of this implementation.

**9. Review all manuals and other components of the CRN System for purposes of identifying areas in need of updated information to include recommended changes and provide a report to**

**PennDOT. Upon approval of recommended changes in the report, implement the changes to the CRN materials outside of the online CRN system.**

**a. Provide one (1) report on needed updates to manuals and other components of the CRN system per contract year.**

The Pennsylvania DUI Association will utilize the Master Trainers to identify/review needs for updated information and issues of concern in relation to the Court Reporting Network. They shall work to gather information from the field, review suggested changes/revisions/additions, and field test any new materials. Concepts/outlines for any new training and printed information added to the CRN shall be referred to PAHSP. Updated information or materials to be included in the binders will be disseminated in either the CRN Update workshop, CRN Evaluator Certification or CRN PAW workshops.

**10. Maintain an electronic error log to capture deficiencies of the online CRN System, quality control issues, evaluation techniques, and trouble calls from the CRN field. These findings will be reported to PennDOT.**

**a. Provide the PennDOT Project Manager one (1) report on the errors of the CRN System quarterly per contract year.**

Subsequent to the approval of this contract, an electronic CRN Error Log (Appendix C –sample log) will be developed and utilized to capture CRN evaluation processing deficiencies. Whenever a call is received at the PA DUI Association to report a problem with the CRN system the following information will be recorded in the error log: type of error (password reset, system or other); also recorded are new CRNs entered, evaluators removed from the system.

The error log will be reviewed on a regular basis to determine if there are chronic problems within the system itself, or within a county or agency conducting the CRNs.

**11. Submit a written schedule with the timeline hours and delivery dates.**

The staff hours and performance time frame can be found at the end of this section.

## **PRODUCTS:**

1. An annual schedule of CRN Evaluator Certification Workshops, including dates, locations, and Trainers.
2. A written report on each of the CRN Evaluator I Certification Workshops, including the trainer's report, a listing of participants and a summary of the participant reaction forms.
3. A written report on each of the one-day CRN Performance Analysis Workshops, including the trainer's report, a listing of all participants, their test scores, and a summary of the participant reaction forms.
4. A written report on each of the Master Trainer Planning/Update sessions, including a listing of all participants, and suggestions for improving the Workshops or Master Trainers and their materials.
5. A written report on each of the regional mini-conferences, including a list of all participants and a summary of the participant reaction forms.
6. Quarterly printouts of the computerized CRN Evaluator File, which indicates by county: (1) individuals who have completed the Certification Workshop, but have not registered for the Performance Analysis workshop, (2) individuals who have completed all requirements, along with the certification date, (3) people who started the certification process and "dropped out," and (4) the dates each CRN Evaluator's certification expires.
7. Certificates/recertification diplomas mailed to DUI County Coordinators for all newly Certified CRN Evaluators and Recertified CRN Evaluators.
8. Printing and distribution of CRN Evaluator manuals as needed.
9. A written report on each of the CRN Update workshops.
10. A written report on suggested regulations for CRN to be included in Title 67.
11. A report on the changes necessary to the CRN system including manuals, materials, etc.
12. A listing of ongoing activities in the monthly reports and a summary and evaluation of activities in the quarterly and final reports.
13. A CRN error log will be provided quarterly.

**Task C: County DUI Program Management and Coordinator Support**

County DUI Programs will be assessed for adherence to the regulations, particularly the Alcohol Highway Safety Schools as set forth in Title 67 PA code Chapter 94. This will include assessment of CRN Evaluators and AHSS Instructors to ensure compliance with the requirements set forth in chapter 94. Findings from the county assessments will be used to develop course topics for workshops within this task.

Topics for the two (2)-day DUI Coordinator Conference will be developed in conjunction with PennDOT Project Manager based upon input received from previous interactions/training with coordinators. Topical workshops will be directed at a broader audience to include all partners and stakeholders in the County DUI Programs.

1. **Conduct one (1) County DUI Program assessment per month of the delivery system for county Alcohol Highway Safety School (AHSS) and Court Reporting Network (CRN). This assessment will include evaluation of AHSS instruction and CRN evaluation in cooperation with the County DUI Coordinator of the county being assessed. Findings will be presented to both the County DUI Coordinator and PennDOT Project Manager.**

**a. Conduct one (1) County DUI Program assessment and provide a report to the PennDOT Project Manager and County DUI Coordinator on a monthly basis for the entire contract term, not exceeding twelve (12) per contract year.**

The Pennsylvania DUI Association will contact the DUI Coordinators to gain their cooperation and obtain class schedules. Subsequent to their approval, one of the Master Trainers will evaluate the county on matters such as establishing a positive learning environment, physical set-up, Instructor characteristics, pre-post test scores, program content, and active classroom participation, in accordance with Title 67 regulations.

In conjunction with the CRN Unit at PennDOT, the PA DUI Association will research the most accurate and efficient manner in which to analyze CRN error rates for individuals. This will include, but not be limited to, the County Evaluation Reports which allow the comparison of individual evaluators to the statewide averages in the areas of M/F score, Beverage Index score, Impairment Index score, and reliability.

Reports on the findings of the county assessment will be provided to both the County and PennDOT. Dissemination of information provided to DUI Coordinators by PAHSP and PA DUI Association to the respective CRN Evaluations and AHSS will be evaluated and appropriate recommendations will be given. In conjunction with the regional mini-conferences and DUI Coordinator's Conference this will ensure that DUI Coordinators are maintaining uniformity in their evaluation efforts as well as the educational goals for AHSS.



**b. Site visits to new County DUI Coordinators to offer support and guidance not to exceed a total of 6 visits per contract year**

While site visits to newly appointed DUI Coordinators is not in this contract request, the PA DUI Association highly recommends adding this to the contract. It is vitally important to get new Coordinators on the right track as soon as possible. Often newly appointed Coordinators do not have anyone to “teach” them the job as the previous Coordinator is no longer employed at the agency. For years there was very little turn over in the job of DUI Coordinator, but within the past 18 to 24 months there have been 10 new DUI Coordinators appointed in the Commonwealth. These visits would cover requirements for CRN Evaluators and DUI Instructors, components of Title 67, Best Practices and suggestions, as well as answering any and all questions the new Coordinator may have.

**2. Develop and distribute a training guide/outline per contract year which describes each course or workshop, its length, target audiences, and other relevant information enabling DUI program personnel to select appropriate courses for their particular level of experience and or needs.**

**a. Develop and distribute a biannual (twice per calendar year) training calendar of workshops under this task per contract year.**

The PA DUI Association proposes to develop and distribute a training guide/outline that describes each one of the workshops offered, as well as the agenda and schedule for each workshop. This guide is to be distributed in the beginning and middle of each calendar year along with the training schedule.

**3. Provide technical support to County DUI Coordinators, AHSS Instructors and CRN Evaluators project coordinators, and other DUI-related organizations as it specifically relates to this contract. This activity will take the form of topical workshops, half and whole day workshops, and individual county technical assistance when requested.**

**a. Conduct sixty (60) one-half (1/2)-day (3 credits hours per half day) topical workshops will be held per contract year.**

**b. Conduct sixty (60) one (1) day (6 credits hours per day) topical workshops will be held per contract year.**

Pennsylvania DUI Association will plan/design/conduct Workshops based on the needs/interests of the various DUI and highway safety professionals concerned with specific DUI program and related highway safety information, continually soliciting interest/topics during the Annual Meeting, DUI Coordinator Workshops, Regional Meetings, various training programs and events, as well as

Comprehensive Highway Safety Coordinator meetings, and group/individual interests. The Association will have representation at each of the before mentioned meetings or gatherings as PAHSP deems appropriate. Some of the specific topic areas may include DUI Instructor issues, CRN Evaluator and related functions, Advisory Council Development, Criminal Justice Seminars, ARD/Fast Track, Probation DUI Caseload Management, DUI Fine & Fee Assessment and Distribution, Enforcement-related issues, Compliance with Program Guidelines/Regulations, Departmental Funded Project Coordination, Responsible Beverage Service Programs, Corporate DUI Programs, Sobriety Checkpoints, Juvenile DUI/Underage Drinking issues, and Public Information and Education. Workshops offering credits for DUI/Underage Drinking Instructor or CRN Evaluator recertification will also be recorded under this task. These workshop topics include, but are not limited to: DUI and the Law, Alcohol and the Brain, Understanding BAC, BAC's of Alcohol, Medical Marijuana Workshop, What's New in Drugs, the ABCs of BAC Workshop, High Alcohol Content Beverages, Prescription Drug Abuse, Alcohol 101, Myths of Alcohol, Interviewing the Alcohol/Drug Impaired Subject, Opioids and Alcohol and Health. New topics (and trainer, if necessary) will be identified and approved by PAHSP. The Pennsylvania DUI Association will schedule the Workshop and solicit participants by notifying all appropriate target groups. The Workshops will not necessarily be confined to specific regions. Upon completion of each workshop the Association will submit to the PennDOT Project Manager a report.

The Pennsylvania DUI Association will be responsible for all costs associated with trainers, room rental, and the purchase/development/printing of all instructional materials used in the Workshops. Participants or their parent agencies will be responsible for their time, travel, and per diem costs.

NOTE: Based on the number of workshops conducted over the past 3 ½ years of this contract, sixty one-day and sixty ½ day miscellaneous workshops is extremely ambitious. The Association has conducted an average of 22 full day and 18 half day workshops per calendar year over the past 40 months.

4. **Conduct and provide administrative support for an annual two (2)-day DUI Coordinator Conference to present topics relevant to current issues involving county impaired driving programs per contract year. The conference will be held centrally within the state (State College, Pennsylvania). Possible agenda items for this conference will be gathered from partners and stakeholders such as PennDOT, Department of Health, Department of Drug and Alcohol Programs, County DUI Coordinators, etc. Agendas will be submitted to the PennDOT Project Manager for approval.**

- a. **Conduct one (1) two (2)-day County DUI Coordinator Conference in State College, PA during the first contract year and one (1) two (2)-day County DUI Coordinator Conference in State College, PA during the final contract term.**

The PA DUI Association will meet with representatives of PAHSP, BDAP and other appropriate groups to determine the content and agenda of the DUI Coordinators Conference. Past workshops have included updates on activities and further initiatives of the PAHSP, BDAP and the PA DUI Association; CRN Evaluator training and issues; Alcohol Highway Safety School training and issues; legislative updates; discussion of special topics and an open forum for DUI Coordinators' questions and concerns.

A two-day conference will be scheduled in the late spring/early summer (as it has occurred since 1992) of each year. The Pennsylvania DUI Association will notify all Coordinators after the agenda has been approved by PAHSP staff, with appropriate correspondence and registration forms. Brief DUI Coordinator's meetings may also be scheduled in conjunction with the PA DUI Association's Annual Meeting, so that Coordinators may more efficiently utilize travel budgets and schedule time away from their respective offices. These brief meetings would be reported under the miscellaneous workshops. Furthermore, the Association will continue to send out a survey of "proposed workshops" to the DUI Coordinators to evaluate/rate the interest from the Coordinators, as well as suggest additional topics of importance. This arrangement has stimulated high attendance rates over the past few years and will be continued in this manner over the contract period.

The Pennsylvania DUI Association will purchase and/or develop and print all instructional materials used in the workshops. It will also be responsible for scheduling and paying all expenses associated with presenter/trainers and training room rental. Participants will be responsible for their own travel and per diem costs.

6. **Compile, produce and disseminate a print directory of County DUI Programs in the Commonwealth per contract year. The directory will contain information by County to include a minimum of program address, phone/fax numbers, online address, coordinator contact information, DUI services offered, and current fees for programs. The directory will be submitted to the PennDOT Project Manager for approval prior to printing and disseminating.**

- a. **Produce and disseminate one (1) directory of County DUI Programs per contract year.**

The Pennsylvania DUI Association believes that the need exists for continuing production of the Pennsylvania Alcohol Highway Safety Program Directory on an annual basis because of its assistance to the DUI Coordinator and County DUI Program Managers in locating referral information, program ideas, problem solving, and general networking among the county programs. The Directory is also a great help to PAHSP staff, BDAP, Pennsylvania DUI Association staff, and any other group who interacts with the DUI system in various counties across the Commonwealth, as well as individuals from other states tasked with DUI responsibilities who interact with members of the PA Highway Safety Program. The Directory is also helpful to DUI Coordinators and Program Managers in setting costs, since counties may compare Directory entries concerning costs of various programs. The following information is included in each county's section:

- DUI Coordinator Name, Address, Telephone and Fax Numbers
- Office Hours
- Chief Adult Probation Officer Name, Address, and Telephone Number
- Chief Juvenile Probation Officer Name, Address, and Telephone Number
- Treatment Services Names, Addresses, and Telephone Numbers
- Cost and Times of Alcohol Highway Safety School classes
- Cost of CRN Evaluations
- Cost of Intervention and Treatment Services
- Cost of ARD programs
- Availability and contact person for Victim Impact Panels

Also included are listings of:

- Comprehensive Highway Safety Projects
- Department of Health Office of Drug and Alcohol Program (ODAP) staff
- PennDOT's Bureau of Highway Safety and Traffic Engineering staff
- Pennsylvania DUI Association Board of Directors and staff

Each January, the Pennsylvania DUI Association will continue to survey all DUI Coordinators to determine what information has changed from the previous edition and revise accordingly. The Association will be responsible for all costs associated with products and printing of the Directory; five hundred (500) copies will be made of each edition, with three to seven copies provided to each county. Special requests for additional copies may be made to the Pennsylvania DUI Association.

**6. Submit a written schedule with the timeline hours and delivery dates.**

The staff hours and performance time frame can be found at the end of this section.

## **PRODUCTS**

1. A written report of the monthly program evaluations as it relates to AHSS and CRN.
2. Course outlines describing workshops offered by the PA DUI Association through this contract.
3. A written report for each of the two Annual DUI Coordinator's Workshops.
4. Written reports on each of the full day and half-day miscellaneous Workshops/Seminars.
5. Updated copy of The Program Management Manual used by county DUI Coordinators and other program management personnel.
6. A listing of ongoing activities in the monthly reports and a summary and evaluation of activities in the quarterly and final reports.
7. An annual PA Alcohol Highway Safety Directory.
8. A home page on the World Wide Web.

TASK A

	Total Staff Hours	Executive Director	Training Coord	Workshop Coord.	Actnt	Trainer Days
A(1) Conduct 10 DUI 1	210	50	50	100	10	20
A(2) Conduct 10 DUI PAW	210	50	50	100	10	10
A(3) Issue Re/Certifications	329	64	86	172	7	0
A(4) Maintain Database	116	12	40	60	4	0
A(5) Master Trainer Mtgs.	252	60	90	90	12	30
A(6) Regional Workshops	114	18	30	60	6	6
A(7) Implement change to Impaired Driving	105	35	40	25	5	3
A(8) Quarterly schedule of deliverables	108	16	60	24	8	0
TOTAL	1444	305	446	631	62	69

TASK B

	Total Staff Hours	Executive Director	Training Coord	Workshop Coord.	Acctant	Trainer Days
B(1) Conduct 10 CRN 1	260	50	50	150	10	20
B(2) Conduct 10 CRN PAW	210	50	50	100	10	10
B(3) Issue Re/Certifications	329	64	86	172	7	0
B(4) Maintain Database	Included in Task A (4)					
B(5) Master Trainer Mtgs	Included in Task A (5)					
B(6) Regional Workshops	Included in Task A (6)					
B(7) CRN Update Wrkshps	330	60	100	150	20	20
B(8) Develop Regulations	66	20	35	10	1	3
B(9) Review of CRN materials	92	30	40	20	2	6
B(10) CRN Error Reports	328	40	160	120	8	0
B(11) Quarterly Reports	Included in Task A (9)					
TOTAL	1615	214	521	722	58	59

TASK C

	Total Staff Hours	Executive Director	Training Coord.	Workshop Coord.	Additional	Trainer Days
C(1) Co. Reviews – AHSS & CRN Error rates	492	120	360	0	12	48
New Coord. Visits	162	36	120	0	6	12
C(2) Course Outline	368	40	180	140	8	0
C(3) 80 1 Day & 40 ½ Day Workshops	3120	480	720	1800	120	180
C(4) Coordinator Conf.	210	50	150	0	10	8
C(5) AHSP Directories	155	40	30	75	10	
C(6) Quarterly reports	Included in Task A (9)					
TOTAL	4507	766	1560	2015	166	248

	1	2	3	4	5	6	7	8	9	10	11	12
TASK A: INSTRUCTOR CERTIFICATION												
(1) Instructor Cert. Workshops			*	*		*		*		*		
Schedule Locations/Facilities	-----	-----										
Select Trainers	-----	-----	-----									
Identify/Notify Participants	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Prepare Materials			-----	-----		-----		-----		-----		

(2) PAW Workshops						*	*		*		*	*
Schedule Locations/Facilities	-----	-----										
Select Trainers	-----	-----	-----									
Identify/Notify Participants	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Prepare Materials	-----			-----	-----			-----			-----	

(3) AHSS Re/Certification	*	*	*	*	*	*	*	*	*	*	*	*
Process Requests	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

(4) electronic data file						*						*
Update data file	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Process Reports						-----						-----

(5) Master Trainer Meetings		*				*				*		
Design & Develop	-----	-----			-----	-----			-----	-----		
Process reports			-----				-----				-----	

(6) Regional Conferences				*			*			*		
Schedule Locations/Facilities									-----	-----		
Identify/Notify Participants	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Prepare Materials				-----			-----			-----		

(7) Implement Change to Impaired Driving	Year 1 Only											
Update all materials	*	*										
Notify County Personnel	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

(8) Quarterly Reports			*			*			*			*
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	1	2	3	4	5	6	7	8	9	10	11	12
TASK B: CRN EVALUATOR CERTIFICATION												
(1) CRN Cert. Workshops			*	*		*	*		*			
Schedule Locations/Facilities	-----	-----										
Select Trainers	-----	-----	-----									
Identify/Notify Participants	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Prepare Materials			-----	-----		-----	-----		-----			
	1	2	3	4	5	6	7	8	9	10	11	12

	1	2	3	4	5	6	7	8	9	10	11	12
(2) PAW Workshops						*	*		*	*		*
Schedule Locations/Facilities	-----	----										
Select Trainers	-----	-----	----									
Identify/Notify Participants	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Prepare Materials						-----	----		-----	-----		-----

(3) Re/Certifications	*	*	*	*	*	*	*	*	*	*	*	*
Process Requests	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

(4) Electronic data file						*						*
Update data file	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Process Reports						-----						-----

(5) Master Trainer Meetings		*				*				*		
Design & Develop	-----	-----			-----	-----			-----	-----		
Process reports			-----				-----				-----	

(6) Regional Conferences				*			*			*		
Schedule Locations/Facilities	-----	-----										
Identify/Notify Participants	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Prepare Materials				-----			-----			-----		

(7) CRN Update Workshops – Year 1 Only			*	*	*	*	*	*	*	*	*	*
Schedule Locations	-----	-----										
Select Trainers	-----	-----										
Identify Participants			-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Prepare Materials	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

(8) Develop Regulations for CRN – Year 1 Only												
Research/Suggest regulations	-----	-----										
Assist in Promulgating new regs.					-----	-----	-----	-----	-----			

(9) Review of the CRN Materials												
Review CRN manual & materials			-----	-----	-----							
Provide Report on needed changes							-----	*				

(10) Electronic CRN Error Log	*	*	*	*	*	*	*	*	*	*	*	*
Record & Maintain Log	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Report on Errors			*			*			*			*

(11) Quarterly Reports			*			*			*			*
------------------------	--	--	---	--	--	---	--	--	---	--	--	---



	1	2	3	4	5	6	7	8	9	10	11	12
<b>TASK C: DUI PROGRAM MANAGEMENT &amp; SUPPORT</b>												
(1) County DUI Program Assessments	*	*	*	*	*	*	*	*	*	*	*	*
Reports	----	----	----	----	----	----	----	----	----	----	----	----

(2) Course Guide/Outline			*				*					
Update as necessary	----	----					----					
Send out with Schedule			----				----					

(3) DUI Coordinator Support	----	----	----	----	----	----	----	----	----	----	----	----
60 ½ Day Trainings	*	*	*	*	*	*	*	*	*	*	*	*
60 Full Day Trainings	*	*	*	*	*	*	*	*	*	*	*	*
Evaluation summaries	----	----	----	----	----	----	----	----	----	----	----	----
Compose report	----	----	----	----	----	----	----	----	----	----	----	----

(4) Annual Coord. Conf.					*							
Schedule Locations/Facilities							----					
Select Trainers	----	----										
Identify/Notify Participants		----	----									
Prepare Materials				----	----							

(5) AHSP Program Directory			*									
Compile Information	----	----										
Prepare and Print		----	----									
Disseminate			----	----								

(6) Quarterly Reports			*			*			*			*
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## **PRIOR EXPERIENCE**

The Pennsylvania Driving Under the Influence (DUI) Association is dedicated to reducing the highway-related deaths, injuries, and destruction resulting from Driving Under the Influence of alcohol and/or controlled substances.

The following are the GOALS of the Pennsylvania DUI Association:

- \* Help coordinate DUI Countermeasure activities statewide in order to promote an effective DUI network;
- \* Support County DUI Programs by facilitating networking and education among individuals in the field;
- \* Collect, disseminate, and evaluate information concerning DUI activities and issues;
- \* Broaden and increase public understanding and awareness of the harmful effects of driving under the influence as it relates to the individual and society as a whole;
- \* Cooperate and maintain a close liaison with other groups and agencies committed to alleviating the problem of DUI; and
- \* Pursue private and governmental grants to accomplish the above-stated goals.

Administratively, the Association is divided into four (4) regions with representatives from each region comprising the sixteen (16) member Board of Directors (see insert at the end of this section). The Board meets bi-monthly to conduct the business of the Association. Members in each region meet at least on a quarterly basis, to discuss current issues, network, train, disseminate information, and give input to the Association leadership. This mechanism permits timely and rapid communication among the staff, board and membership at large.

The formation of the Pennsylvania DUI Association began in late 1978, when several health and criminal justice professionals in Pennsylvania met informally to discuss issues relating to DUI. There were many significant, poorly addressed issues concerning criminal sanctions, treatment, regulations, education, and prevention that caused concern for individual counties and programs. The DUI Association founders clearly perceived a need to publicly address these issues. Early planning meetings incorporated participation by recognized professionals in the DUI field, as well as state representatives and consultants to the state Departments of Health and Transportation; these meetings were held to formalize an effort statewide and to establish lines of communication among the individual DUI programs. In late 1979, the need for formal structure was met with the drafting of a constitution and by-laws. The official title of the Pennsylvania Driving Under the Influence (DUI) Association was

incorporated under the Non-Profit Corporation law of the Commonwealth of Pennsylvania on June 4, 1980.

The original meetings attracted between 10-20 interested individuals and have grown to the present size of over 700 individual, organizational and corporate members. The membership strives to garner the involvement of a diversified group of people involved in all aspects of DUI, avoiding the pitfall of becoming an organization based on perceived needs that are determined by a single or limited range of professions. It is this diversity that has established the DUI Association as the most comprehensive, independent group in Pennsylvania addressing the wide range of problems inherent in DUI. The Association is also believed to be the most diverse, non-governmental statewide group fighting DUI in the country.

On March 1, 1987, the Pennsylvania DUI Association took an important step in establishing itself as a strong force in Pennsylvania's DUI countermeasures efforts; by virtue of a subcontract with the Pennsylvania Department of Transportation, the Association assumed responsibility for the administration of training for Court Reporting Network (CRN) Evaluators and Alcohol Highway Safety School Instructors. This relationship has continued through the present time with the addition of technical assistance and support of DUI Coordinators and other groups of professionals involved with DUI, including the conduct of DUI Coordinators Workshops, several miscellaneous workshops, and development of a comprehensive DUI Program Management Manual for Coordinators and others. By virtue of this contract and increased membership services, the DUI Association was able to hire full-time staff responsible for managing the contract and conducting the business of the Association. The staff has become an important resource for the coordination, networking, and education of all DUI and highway safety professionals in Pennsylvania, helping to meet the Association's goals. The 3 primary staff members have a total of more than 65 years' experience in the highway safety field.

In January of 1989, the Pennsylvania DUI Association solidified its commitment to highway safety issues when it was chosen through a competitive request for proposal (RFP) process to administer and coordinate the "Pennsylvania Volunteers for Highway Safety" project. The Association added staff to carry out the project initiatives. As a result of the contract activities, the Association was appointed the state SADD coordinating agency in 1991 and will continue to carry out the tasks related to this project. Currently, the Association oversees 700 SADD Chapters throughout the Commonwealth.

For the past 24 years the PA DUI Association has sought partnerships with organizations to provide youth and SADD activities. Partnerships with multiple organizations (Dick's Sporting Goods, and Allstate) helped to fund the Safety Bug, a 1999 VW Beetle that has been custom engineered to simulate impaired driving. The Safety Bug is a great tool where teens can gain real life exposure to the perils of impaired driving without being put at risk.

Because of the success with the Safety Bug, the Pennsylvania DUI Association formed another important partnership with Erie Insurance. It is with their support that we were able to unveil the Lookin' Out Safety Bug in May of 2004 as part of an innovative program developed by the Association and sponsored by Erie Insurance Group's safe teen driving program, Lookin' Out. This again is a custom engineered VW Beetle that allows teen drivers the real life experience of driving while impaired, without the real life risk.

With help from State Farm Insurance, the PA DUI Association acquired a high-tech driving simulator, the Safety SIMulator. This realistic driving simulator provides a forceful demonstration of the loss of control experienced by an intoxicated driver. The simulator has a lifelike car cab with full instrumentation and controls, a 120 degree field-of-view with side and rear-view mirror insets, and internal and external sounds. There are a variety of driving scenarios in which participants can be placed to gain experience in various settings. The DUI Association will be using this simulator as one more tool in its battle against underage drinking and driving. It will be joining forces with the Safety Bugs as part of the fleet traveling to schools and communities in our continuing effort to teach students about the dangers of impaired driving.

In addition, since 1991 the operations of the Pennsylvania State Students Against Destructive Decisions (SADD) program has been facilitated at the PA DUI Association. This partnership has provided the opportunity for PA SADD and the PA DUI Association to work together with teens implementing peer-to-peer highway safety programs in schools across the Commonwealth. Currently, there are over 400 registered SADD Chapters in Pennsylvania. The PA DUI Association has a signed appointment from the SADD National office as the designated agency to administer SADD in Pennsylvania. Since 1996, the PA DUI Association has hosted an annual state SADD Conference. During the last several years the statewide conferences have drawn an attendance of over 800 participants representing over 80 school districts.

The Pennsylvania DUI Association was recognized as the clear technical expert in alcohol highway safety when it was chosen to administer the "Operational Maintenance and Technical Support for the Pennsylvania Alcohol Highway Safety Program" project by the Bureau of Highway Safety & Traffic Engineering, PennDOT. Since 1989, the Association has won this contract repeatedly when offered on open bid by PennDOT. The Maintenance contract entrusted the Pennsylvania DUI Association to carry out all aspects of certification for CRN Evaluators, DUI Instructors and Underage Drinking Instructors as well as offering miscellaneous recertification workshops and other highway safety-related tasks.

The Association's leadership is demonstrated through the promotion of not only DUI Countermeasures activities, but also in the several related areas of highway safety that have achieved

increased emphasis in our society. The Association's growth and commitment can be readily seen in the following list of achievements:

Conduct an Annual Professional education conference that has grown from fifty (50) to over three hundred (300) participants. The 2015 Annual Conference was the Association's Thirty-Sixth annual conference.

Conduct of Regional Meetings that has evolved from sporadic and loosely-structured meetings to a specific yearly schedule of at least four (4) meetings in each region; planned presentations are aimed at training and dissemination of professional information.

Establishment of a permanent office with full-time staff in Harrisburg; this action has increased the responsiveness to membership and state agencies, as well as development of a resource library, DUI Directory, and other referral services.

One of the most cherished projects of the Pennsylvania DUI Association is the first ever of its kind, the DUI Victims Memorial Garden. The garden is located at the Association's headquarters in Harrisburg. To remember and honor those killed in impaired driving crashes, the bricks within the courtyard are engraved with the names of DUI victims.

The Association also continues to be a focal point for communication and the development of jointly sponsored projects with the following other organizations: PA State Police, PA MADD, Pennsylvania District Attorney's Association, Commonwealth Prevention Alliance, Institute for Law Enforcement Education, PLCB's Bureau of Alcohol Education, as well as other health and criminal justice organizations.

The Association has continued to coordinate and act as a clearing house for SADD (Students Against Destructive Decisions) in Pennsylvania. The Association was the sponsoring agency for Pennsylvanians Against Underage Drinking. The two agencies have combined under the Association's guidance into a diverse and vibrant Underage Drinking program.

The Association developed and presented the DUI TOP GUN Award to law enforcement personnel who have shown that DUI enforcement is a top priority. The sixteenth annual DUI TOP GUN Awards were presented in October 2014, at the Association's Thirty-fifth Annual Conference.

The Association has also sought to become very active in supporting enforcement in the Commonwealth by offering technical workshops for enforcement personnel at annual meetings, as well as PAHSP-funded miscellaneous workshops. In 1991, the Association formed a group of enforcement officials to advise the Association on how it may better meet the enforcement community's needs. Furthermore, the Association was involved in the determination of content, agenda, and other logistical and funding matters of annual "Sobriety Checkpoint Operations" conferences.

The original Sobriety Checkpoint video was filmed in 1996. This instructional video was remade in 2003 under contract with PennDOT, who played a major role in setting the stage for the video. Several meetings and discussions were held prior to the two-day taping of the video. Local law enforcement

personnel were used as the actors in the video. The Sobriety Checkpoint Manual has also been revised.

Operation Nighthawk is a specialized two-day training and enforcement program aimed at reducing drinking and driving. Conducted on Friday and Saturday evenings, this program combines classroom instruction containing workshops on DUI case law and drugged driving with professional motivational speakers. The Pennsylvania State Police have conducted “Operation Nighthawk” programs in cooperation with the PA DUI Association and the Department of Transportation for the past eight years. The program continues to be successful as shown by the statistical data.

The Pennsylvania DUI Association’s role as a clear technical expert in alcohol highway safety was solidified in 2001 when it was awarded the contract, “Quality Assurance and Technical Assistance for the Ignition Interlock Program.” The focus of this contract is to provide quality assurance and technical assistance which includes: inspections of installation service centers, prepare and disseminate client feedback forms, provide law enforcement training and vendor meetings, field client complaints and provide support to PennDOT for research and technical assistance. The ignition interlock assurance program has disbursed 25,000 law enforcement DUI and Ignition Interlock charge sheets.

The Ignition Interlock program also sends out end-of-the-year statistics on the program itself which includes data on number of sober miles driven, number of times the devices prevented driving drunk and the number of participants that completed the program. The Choice Award was given to the Ignition Interlock Program by the Pennsylvania Partnership for Highway Quality Association in 2003.

2003 will long be remembered by DUI professionals in Pennsylvania due to the passage of Act 24, the comprehensive DUI legislation. In partnership with the Institute for Law Enforcement Education, and under contract with the Department of Transportation, the DUI Association responded to the needs of the field with newsletters, updates and fifty-two workshops across the Commonwealth with 3,600 total attendees.

In 2004, the Association along with PennDOT and their subcontractor, Ciber, developed a new web-based CRN System. This new system allows DUI Coordinators and CRN Evaluators to gain access to the CRN results without waiting for processing. Once the interview is done, the individual is able to enter the data and automatically generate the results without waiting. The web-based CRN system has been extremely efficient and effective. After a decade, however, it is again time to look at updating the instrument to better match DUI demographics, such as the number of drug-related DUIs now occurring in the Commonwealth. A group consisting of Master Trainers, DUI Coordinators and CRN Evaluators met and reviewed the entire CRN: adding and deleting questions, as well as clarifying language and intent. The software will also need to be upgraded to keep up with the constantly changing computer systems.

The activities and relationships the Association has established directly enhance DUI and highway safety issues and increase our present efforts which are directed towards coordinating, offering

technical assistance, and acting as a vehicle for interaction and information among counties and the state. The Association believes that the activities and initiatives that will have the greatest measure of success must take place at the community or county level with strong support from agencies/organizations, such as the Pennsylvania Department of Transportation and the Pennsylvania DUI Association.

Highlights of the contractual relationship with the Pennsylvania Department of Transportation since 1988 include the following workshops which represent training held through 06-30-16:

- 123 DUI Instructor Workshops, training 1,522 individuals
- 107 DUI Instructor Performance Analysis Workshops, training 1,076 individuals
- 22 Advanced DUI Instructor Workshops, training 222 individuals
- 151 CRN Evaluator I Workshops, training 1,882 individuals
- 128 CRN Evaluator Performance Analysis Workshops, training 1,302 individuals
- 40 Advanced CRN Evaluator Workshops, training 306 individuals
- 28 DUI Coordinator Workshops, with 1,815 total participants
- 84 Regional Topical Workshops, representing over 2,100 participants
- 31 Underage Drinking Instructor trainings, training 429 participants
- 791 Miscellaneous Workshops, training over 13,100 individuals
- 70 CRN/DUI Master Trainer sessions
- 70 workshops to introduce/implement new programs (.08, the online CRN) with 3,800 participants

Total revision of the DUI Instructor Manual and CRN Evaluator Manual since the passage of Act 24

A directory listing all Alcohol Highway Safety Programs in a county-by-county format, which was distributed to all county DUI Programs

Mailings listing all CRN Evaluators, DUI & UAD Instructors and their status regarding certification, credits earned and expiration dates

Fifty-six counties were interviewed as part of the Quality Assurance Assessment project, designed to bring counties into compliance with Title 67, with all counties being visited since the initial implementation of Title 67

Copies of the Association produced “Too Drunk to Drive” and “Everybody Gets Hurt” videos were disseminated to all DUI Coordinators, Comprehensive Highway Safety Coordinators and Safety Press Officers

Creation of a DUI Program Management Manual, which addresses each component of a comprehensive county DUI system

Regional informational roundtables on Act 122, immediately prior to and following the legislation's enactment

DUI Instructor Roundtable discussions in three contract periods to perform needs analysis for a re-tooled curriculum and recertification process

A revised recertification process for DUI Instructors to enhance quality and accountability standards; creation of a DUI Instructor Performance Assessment form, which completed by the DUI Coordinator and furnished as a part of the newly revised recertification process

A new recertification process for CRN Evaluators

A revised standardized curriculum for Alcohol Highway Safety School

Creation of an experiential-based Instructional Techniques Workshop for DUI Instructors,

Creation of the following half-day workshops for DUI Instructors to address topics of interest and concern in relation to AHSS classes: DUI and the Law, Facilitating Family Session, Alcohol and the Brain, and Understanding BAC.

Creation of the following workshops to address topics related to both AHSS Instruction and CRN Evaluations: Addictions, Alcohol 101, High Alcohol Content Beverages, Marijuana, Prescription Drug Abuse, Understanding Addiction/The Adolescent Brain, What's New in Drugs, CRN Interviewing Techniques, Improving County/PENN DOT CRN Processing, Interactive Journaling, alcohol & Health, Alcohol Test Challenge, Impaired Driving Trends, Media Literacy & Alcohol Ads, and Myths of Alcohol.

Creation of a full day Advanced CRN Evaluators Workshop to fine tune CRN

Creation of a CRN Recertification Workshop to address the needs of individuals trained prior to 1991 (many since 1983)

Creation and implementation of a new standardized Underage Drinking/Underage DUI Instructor manual

The creation of a closed captioned AHSS video to aid county programs in meeting requirements of the Americans with Disabilities Act

The creation of a new Municipal Code Book for CRN Evaluators

Annual DUI Coordinator Conferences conference to train and update individuals

One of the products that the Association is most pleased with is the development of the Interactive Journals for use in Alcohol Highway Safety School and UAD Classes. In conjunction with The Change Companies, these journals were developed and printed for use in the Commonwealth. The Interactive Journaling process is included in SAMHSA's National Registry of Evidence-based Programs and Practices.

The Association's diverse and high membership population, private and public sector confidence, and credibility in the 67 county programs are results of the forenamed achievements. The Pennsylvania



DUI Association has demonstrated that it is an organization "dedicated to highway safety" and possesses the experience to coordinate the many efforts of professionals and volunteers in Pennsylvania.

The Pennsylvania DUI Association's offices are located at 2413 N. Front Street in Harrisburg, Pennsylvania. It offers 4400 square feet of space which is equipped with appropriate restroom facilities. The Association is able to provide at any given time parking for 15 individuals with another 25 at our disposal upon request.

## PERSONNEL

The project staff will be composed of several of the Pennsylvania DUI Association's staff members, including the Executive Director, the Training Coordinator and the Workshop Coordinator. The staff will be housed in the Pennsylvania DUI Association's office in Harrisburg, Pennsylvania. The project staff will meet with Department personnel on a regular basis and, due to close proximity, on very short notice, if necessary.

The Pennsylvania DUI Association staff is responsible to a Board of Directors, comprised of 16 individuals, three from each of the four regions of the Pennsylvania DUI Association and four members of the Executive Board. The Board of Directors meets on a bi-monthly basis to conduct business.

The remainder of this section lists each of the proposed staff positions, the person filling the position, his/her primary role in the project, and relevant qualifications of each as they apply to the project. Please see the Inserts at the end of this section for resumes of all personnel listed.

### PROJECT DIRECTOR

C. STEPHEN ERNI will serve as Project Director as part of his duties as Executive Director for the Pennsylvania DUI Association. Involved in the transition of DUI Instructor and CRN Evaluator training activities from DUI Council of Lancaster to the Pennsylvania DUI Association in 1995, his duties will include overseeing the day-to-day activities of the project; technical assistance and support to all Coordinators and organizations; trainer/consultant for specific issues as appropriate; on-site visits and coordination of County Alcohol Highway Safety Program reviews performed by consultants, PAHSP staff and other Association staff; working with PAHSP and field to identify needs for further workshops and design of same.

Mr. Erni had been employed as Public Information and Education Coordinator of Lancaster County Probation and DUI Council of Lancaster Coordinator for five and a half years. During that time, he worked to establish A.R.D. Fast Track, Intermediate Punishment Program, and other innovative DUI Programs. Prior to this position, Mr. Erni supervised a caseload of 200+ DUI offenders within the capacity of a Probation and Parole Officer with the Lancaster County Court of Common Pleas. Mr. Erni has been instrumental in AHSS, CRN and DUI Program support activities throughout the past twenty years as project director of the PA Impaired Driving Highway Safety Program Technical Support contract. Mr. Erni received his Bachelor's degree from Penn State University in Administration of Justice and completed a Master's Degree in Public Administration from Penn State University.

### TRAINING COORDINATOR

WENDY WHITEHAUS COLE, the Association's Assistant Director, will serve as training Coordinator as part of her duties for the Pennsylvania DUI Association. Ms. Whitehaus Cole's duties have included those activities directly related to the contract with PAHSP for DUI Instructor and CRN Evaluator training. She will continue to be responsible for the general administrative duties involved with the project, which include: scheduling facilities and trainers, preparing the monthly/quarterly reports and invoices, and maintaining a computerized data file for DUI Instructor and CRN Evaluator Training Programs. Ms. Whitehaus Cole assisted in the design/development of the new CRN and revised DUI Instructor recertification processes, as well as assisted in the development of the revised Alcohol Highway Safety School curriculum. Part of her responsibilities as Assistant Director includes organizing the Association's Annual Meeting, production of publications, and daily supervision of Association staff. She is a graduate of Juniata College and has been employed by the Association since December of 1989.

### WORKSHOP COORDINATOR

Liane Petras will serve as the Workshop Coordinator. Ms. Petras will assist with the development of the training schedule, updating the Alcohol Highway Safety Directory, prepare workshop materials and reports, process workshop registration, process recertifications, maintain related data files and answers general questions relating to the training process. Ms. Petras has been with the Association since 1996 and has helped coordinate the annual Sobriety Checkpoint Conference, Regional Conferences and the Students Against Destructive Decisions (SADD) program.

### TRAINING

Training for Pennsylvania DUI Association staff will be provided on an as needed basis.

### FINANCIAL CAPABILITY

Please see attached/enclosed financial audits. They are comparative audits for 2013 and 2014.

### EMERGENCY PREPAREDNESS

Please see attached/enclosed Emergency Plan for the PA DUI Association. Most recent revision 2016.

APPENDIX B

DOMESTIC WORKFORCE  
UTILIZATION CERTIFICATION

**APPENDIX B**  
**DOMESTIC WORKFORCE UTILIZATION CERTIFICATION**

To the extent permitted by the laws and treaties of the United States, each proposal will be scored for its commitment to use the domestic workforce in the fulfillment of the contract. Maximum consideration will be given to those Contractors who will perform the contracted direct labor exclusively within the geographical boundaries of the United States or within the geographical boundaries of a country that is a party to the World Trade Organization Government Procurement Agreement. Those who propose to perform a portion of the direct labor outside of the United States and not within the geographical boundaries of a party to the World Trade Organization Government Procurement Agreement will receive a correspondingly smaller score for this criterion. In order to be eligible for any consideration for this criterion, Contractors must complete and sign the following certification. This certification will be included as a contractual obligation when the contract is executed. Failure to complete and sign this certification will result in no consideration being given to the Contractor for this criterion.

I, Executive Director [title] of PA DUI Assoc. [name of Contractor] a Harrisburg [place of incorporation] corporation or other legal entity, ("Contractor") located at 2413 N. Front Street [address], having a Social Security or Federal Identification Number of 23-2373340, do hereby certify and represent to the Commonwealth of Pennsylvania ("Commonwealth") (Check **one** of the boxes below):

All of the direct labor performed within the scope of services under the contract will be performed exclusively within the geographical boundaries of the United States or one of the following countries that is a party to the World Trade Organization Government Procurement Agreement: Aruba, Austria, Belgium, Bulgaria, Canada, Chinese Taipei, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Singapore, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, and the United Kingdom  
OR

\_\_\_\_\_ percent (\_\_\_%) [Contractor must specify the percentage] of the direct labor performed within the scope of services under the contract will be performed within the geographical boundaries of the United States or within the geographical boundaries of one of the countries listed above that is a party to the World Trade Organization Government Procurement Agreement. Please identify the direct labor performed under the contract that will be performed outside the United States and not within the geographical boundaries of a party to the World Trade Organization Government Procurement Agreement and identify the country where the direct labor will be performed: \_\_\_\_\_

[Use additional sheets if necessary]

The Department of General Services [or other purchasing agency] shall treat any misstatement as fraudulent concealment of the true facts punishable under Section 4904 of the *Pennsylvania Crimes Code*, Title 18, of Pa. Consolidated Statutes.

Attest or Witness:

Wendy Whitehaus Cole  
Signature/Date 7-1-16  
Wendy Whitehaus Cole  
Printed Name/Title  
Asst. Exec. Dir.

Corporate or Legal Entity's Name  
[Signature] 7/1/16  
Signature/Date  
C. STEPHEN ERNI, EXEC. DIR  
Printed Name/Title

**ATTACHMENT A**

**BOARD OF DIRECTORS**

**STAFF & TRAINER RESUMES**

**PA DUI ASSOCIATION BOARD OF DIRECTORS AND STAFF**

**DAVID ANDRASCIK, PRESIDENT**



**TODD HARPSTER, VICE PRESIDENT**

DUI Coordinator  
Mifflin County Safe Driving Program  
PO Box 206  
Lewistown, PA 17044  
717-248-3953  
[tharpster@co.mifflin.pa.us](mailto:tharpster@co.mifflin.pa.us)

**HARRY FRUECHT, SECRETARY**

Chief, Peters Township Police Department  
200 Municipal Drive  
McMurray, PA 15317  
724-942-5030  
[policechief@peterstownship.com](mailto:policechief@peterstownship.com)

**GARY MOORE, TREASURER**

West Whiteland Township Police Department  
222 N. Pottstown Pike  
Exton, PA 19341  
610-363-0200  
[gmoore@westwhiteland.org](mailto:gmoore@westwhiteland.org)

**REGIONAL CHAIRPERSONS**

- |  |   |
|--|---|
| <b>Jon Ebataleye</b><br>(Region I)<br><a href="mailto:jon.ebataleye@courts.phila.gov">jon.ebataleye@courts.phila.gov</a> | Criminal Justice Center, 1301 Filbert Street, Room B-H,<br>Philadelphia, PA 19107 ~ 215-683-7970 -  |
| <b>Joseph Swortz</b><br>(Region II)  | DUI Coordinator, Luzerne County Alcohol Highway Safety Program,<br>Catholic Social Services, 33 E. Northampton Street, Wilkes-Barre, PA<br>18701<br>570-208-2997 – <a href="mailto:jswortz@ccswb.org">jswortz@ccswb.org</a> |
| <b>Tim Biggins</b><br>(Region III)   | Cumberland Township Police Dept., 1370 Fairfield Road, Gettysburg,<br>PA 17325 --<br>717-334-3996 – <a href="mailto:tbiggins@cumberlandtownship.com">tbiggins@cumberlandtownship.com</a>                                    |
| <b>Donald Morris</b><br>(Region IV)  | DUI Coordinator, SPHS CARE Center, 75 E. Maiden Street, Suite 103,<br>Washington,<br>PA 15301 --724-229-5782 ext. 205 – <a href="mailto:dmorris@sphs.org">dmorris@sphs.org</a>  |

## **BOARD MEMBERS**

### **Region I**

**James Hanlon**

Diagnostic Services, Court of Common Pleas, Delaware County  
Courthouse, Media, PA 19063 -- (610) 891-5421 -  
[hanlonj@co.delaware.pa.us](mailto:hanlonj@co.delaware.pa.us)

**Gary Hutnick**

Montgomery County DUI Administration, 100 Ross Road, Ste 110  
King of Prussia, PA 19406 -- 610-992-7700 --  
[ghutnick@montcopa.org](mailto:ghutnick@montcopa.org)

### **Region II**

**Doug Kish**

Chief, Catasauqua Borough Police Department, 118 Bridge Street,  
Catasauqua, PA 18032 – 610-264-0577 – [dkish@catapd.org](mailto:dkish@catapd.org)

**Sue Gerhart**



### **Region III**

**Machel Drahnak**

DUI Coordinator, Blair County DUI Program, 3001 Fairway  
Drive, Suite D, Altoona, PA 16602 – [mdrahnak@blairdap.org](mailto:mdrahnak@blairdap.org)

**Wayne Harper**

Director, Center for Traffic Safety, 110 Pleasant Acres, York, PA  
17402  
717-840-2230 -- [dwharper@york-county.org](mailto:dwharper@york-county.org)

### **Region IV**

**Cynthia Kovacevic, CAC**

DUI Coordinator, Westmoreland Co. Probation & Parole  
Department, 2 N. Main Street, Ste. 204, Greensburg, PA 15601--  
724-830-3728 - [ckovacev@co.westmoreland.pa.us](mailto:ckovacev@co.westmoreland.pa.us)

**Betty McBride**

Supervisor, Mon-Yough DUI Project, 606 Locust Street,  
McKeesport, PA 15132 -- 412-675-8511 – [mcbridebr@mycs.org](mailto:mcbridebr@mycs.org)



## C. Stephen Erni



### EMPLOYMENT

March 1995 to **Pennsylvania Driving Under the Influence Association, Harrisburg, PA**  
Present *Executive Director*

Responsibilities include the program and fiscal management of a non-profit statewide membership organization which is governed by a Board of Directors. This includes the procurement of state contracts/grants and private funds for Association activities that include: Training; technical assistance to individuals and community programs; development of corporate highway safety programs; coordination of Pennsylvania's SADD chapters; an annual conference that attracts over 300 participants; bi-monthly newsletter; a variety of other prevention, educational and technical support activities.

August 1992 to **Public Information and Education Coordinator of the Lancaster County**  
March 1995 **Court of Common Pleas and DUI Council of Lancaster Coordinator**

Responsibilities included the program and fiscal management of a government organization along with serving as a Prevention Specialist for activities that included: Alert Cab Program, school activities and presentations, an annual conference for over 100 participants, development of Victim Impact Panels, bi-annual newsletters; Public service announcements, corporate DUI prevention programs, building of coalitions with many diverse groups and extensive involvement with the judicial branch of local government.

March 1990 to **Probation and Parole Officer/Intensive Parole Officer Intermediate**  
March 1992 **Punishment Program, Lancaster County Probation**

Responsibilities included the management and administration of a caseload of over 200 clients during regular supervision and 40 clients for IPP caseload. This position required court appearances, contact with the defense bar, victims, police officers and treatment providers.

### EDUCATION

1986 - 1989 Pennsylvania State University, University Park, PA - Bachelor of Arts,  
Administrative of Justice

1991 - 1993 Pennsylvania State University, Harrisburg, PA -  
Master of Public Administration

ACTIVITIES Certified Pennsylvania Alcohol Highway Safety School Instructor - 1990 to present

Certified Court Reporting Network Evaluator - 1990 to present  
Commonwealth Prevention Alliance - 1992 to present; Board Member  
1994 - 1997

Pennsylvania Mature Driver's Task Force - 1995 to present

Mothers Against Drunk Driving - Lancaster Chapter - 1991 to 1996

The Pennsylvania Association of Probation, Parole & Corrections - 1990  
to present

Lancaster County Commissioners' "Spirit of Good Government Award" -  
1994

"Award for Excellence in Volunteers" - Lancaster County Court of  
Common Pleas - 1993

Hungarian and Romanian Translation Services for the Court of Common  
Pleas of Lancaster and York Counties - 1993 to present

REFERENCES           Furnished upon request

Wendy Whitehaus Cole

### **OBJECTIVE**

To obtain a position with a non-profit agency, in which I can utilize my skills and background in that area to benefit the agency and provide personal growth.

### **WORK HISTORY**

#### **Assistant Executive Director, PA DUI Association**

*January 1999 to present*

Responsible for supervision of office staff, oversight of all contractual obligations - including billing, scheduling and working with consultants, production of three different quarterly publications, organizing annual conference, and assisting with fundraising. Special projects include: web site development and management, rewriting of personnel manual and oversight of corporate mini-grant program.

#### **PA SADD State Coordinator, PA DUI Association**

*September 1992 to June 1998*

In addition to responsibilities listed below, acted as liaison between National organization and 450 school SADD Chapters. Activities include production of bi-monthly newsletter, technical assistance to new chapters on start-up and existing groups on projects, also maintain current materials and develop new resources, and organize annual conference.

#### **Training Coordinator, PA DUI Association**

*December 1989 to December 1998*

Responsible for development of training for DUI professionals, scheduling, working with Trainers, and follow-up reports and database management. Also responsible for membership services including: all phases of organizing three day conference for 300+ individuals, production of bi-monthly newsletter and quarterly government update. Also assist in securing funding through grant process and special events.

#### **Administrative Assistant, PA Citizen Action (formerly PennPIC)**

*July 1988 - December 1989*

Administered all phases of annual Consumer Rights Handbook, a \$50,000 fundraising project. Also administered annual Affiliation Drive. Other responsibilities included producing interoffice newsletter (for 7 regional offices), design and layout of quarterly membership newsletter, arranging Annual Meeting for 300+ people, and administrative support for three program directors.

#### **Office Manager, PA Public Interest Coalition (PennPIC)**

*May 1986 - June 1988*

Responsible for payroll, accounts payable, maintaining office equipment and supplies. Support for three office staff people, and computerized membership database.

While working in this capacity started the responsibilities as program fundraising coordinator which constituted the majority of my work as Administrative Assistant.

Canvasser, PA Public Interest Coalition (PennPIC)

June 1985 - April 1986

Door-to-door fundraising, responsible for meeting nightly and weekly quota (\$450 per week), training new staff on the issues addressed and the skills needed to be successful.

### *EDUCATION*

Bachelor of Arts, Communications

Graduated 1985 from Juniata College, Huntingdon, PA

### *REFERENCES*

Provided Upon Request

Liane M. Petras

**EDUCATION:** Robert Morris College, Coraopolis, Pennsylvania  
Bachelor of Science in Business Management, December 1995.

**EMPLOYMENT:**

July 1997 to Present  
PENNSYLVANIA DUI ASSOC., Harrisburg, Pennsylvania  
Administrative Assistant

Perform all secretarial tasks for the Association's contract with the Department of Transportation. Also, responsible for administrative tasks assisting in the Association's daily operations, secretarial and clerical support for the Executive Director, Training Coordinator, and SADD Coordinator as necessary.

January 1996 to June 1997  
CORESTATES BANK, Shillington, Pennsylvania  
Bank Teller

Perform various deposits and transactions in a timely and orderly fashion. Such duties include daily settlement of MAC machine, assisting with daily settlement and proving of the branch. Answering telephones, and customer service.

August 1995 to December 1995  
EAT'n PARK RESTAURANT INC., Pittsburgh, Pennsylvania  
Hostess

Performed various duties such as all front lobby duties, including greeting people, seating people, running the cash registers, and keeping all bakery supplies stocked.

**REFERENCES:** Available upon request

## GEOFFREY S. ARTHUR

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### SUMMARY OF EXPERIENCE

Executive Director, Valley Prevention Services, Williamsport, PA  
(July 1991 to 2014)

- Chief administrator of a nonprofit substance abuse prevention and education agency which served a six county area (Lycoming, Clinton, Columbia, Montour, Snyder and Union)
- Served as DUI Program Coordinator for Lycoming County-agency provided DUI Services in Lycoming County with 675 referrals served each year.
- Manage a \$450,000/year budget and a staff of ten
- Evaluated service needs in service area/developed and wrote proposals; agency received grants from local Intermediate Unit, school districts, PA Liquor Control Board, Substance Abuse and Mental Health Services Administration (SAMHSA), PA Commission on Crime and Delinquency (PCCD), Blue Ribbon Foundation, local Single County Authority (SCA) and others.
- Services were provided in over 100 individual school classrooms and include preschool and after school service delivery. Coordinated service between local college and area school district.
- Reported to a nine member governing Board of Directors

Consultant/Master Trainer, Pennsylvania D.U.I. Association, Harrisburg, PA  
(1992 to present)

- Per diem contract employee
- Conduct assessments and perform analysis of individual county D.U.I. systems in Pennsylvania
- Final reports issued to the Pennsylvania Department of Transportation
- Thirty-one counties completed which included site visits in each county (1990's)
- Provide full day training's to DUI professionals from throughout PA

Director of Program Services, The West Branch Drug and Alcohol Abuse Commission  
(June 1983 to June 1991)

- Manager of all prevention and education services provided by the agency
- Supervised prevention supervisors and prevention specialist positions
- Program services included school-based, community-based, D.U.I. and adolescent service system
- Provided direct service in each program area and served in the capacity of Executive Director in his absence
- Received three promotions in eight years

Counselor, Endless Mountains Treatment Center, Blossburg, PA

(February 1981 to November 1982)

- Facilitated group and one-to-one counseling sessions in an inpatient drug and alcohol rehabilitation center
- Developed treatment plans, intake/progress/discharge reports and education lectures

### **AREAS OF COMPETENCE**

**Management/Supervision:** Led a staff of five full-time, one half-time, and four part-time employees. Directly supervise two supervisors and one line staff. Agency's office provided service 3,000 individuals each year in a six county region.

**Organization:** Develop and implement work and communication plans for staff and board of directors. Worked closely with an active nine-member board of directors. Agency received approval rating of 98% or better via annual site visits from the PA Department of Health (1991-2002) and received "penny perfect" financial audits in each year of operation.

**Coordination:** Worked and developed programs in direct collaboration with area probation departments, District Attorney's office, school districts, community organizations, and human service provider agencies. The D.U.I. program alone receives 675 individual referrals each year. School based services are provided to nearly 1500 students in numerous school districts.

### **PROFESSIONAL AFFILIATIONS**

Pennsylvania D.U.I. Association

- Board of Directors (1986-1992); Board of Directors President (1988)

Pennsylvania Prevention Directors Association

- Member (1992-2014); Board of Directors President (1995-1997)

Lycoming County Health Improvement Coalition (local SHIP partner)

- Board of Directors (1994-2014); Board of Directors President (2003-2005)

### **PERSONAL DATA**

#### **Education:**

- Bachelor of Arts Degree, Mansfield University, Mansfield, PA (1980) Major: Psychology
- Master of Public Administration, Marywood University, Scranton, PA (1999)  
Concentration: Nonprofit Management. National Dean's List each semester – G.P.A. 3.94

#### **Community Activities:**

- Eastern Lycoming YMCA; Board of Directors (2006 to 2012) – Board of Directors Chairperson (2010-2012)
- East Lycoming Youth Commission
- Muncy Jaycees; past President and Jaycee of the Year
- Past AYSO Soccer Coach (7 seasons)

**SUSAN L. GERHART**



**EXPERIENCE:**

PEPSI FOOD SERVICE MANAGER: 1979-1983

TASC MENTAL HEALTH EVALUATOR: 1983-1985

TASC DRUG & ALCOHOL EVALUATOR: 1985-1990

AHSS INSTRUCTOR 1986-1998

CRIMINAL JUSTICE COORDINATOR: 1990-2002

DUI ASSOCIATION MASTER TRAINER: 1995-PRESENT

**EDUCATION:**

BA CRIMINAL JUSTICE/SOCIOGY: West Chester 1975-1979

PARA-LEGAL: Weidner University: 1979-1980



## **CARL S. MCKEE**

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Graduated from Penn State University (Cum Laude) with a Bachelors Degree in Law Enforcement and Corrections in 1972

### **PROFESSIONAL EXPERIENCE:**

- Houseparent – 1 year
- Juvenile Probation Officer – 1 year
- Adult Probation Officer – 35 years
- Chief Probation Officer – 31 years
- DUI Program Director – 36 years (part-time)
- Court Reporting network Evaluator – 34 years
- DUI Instructor – 36 years

### **TRAINER:**

- Non-violent Crisis Intervention (in house)
- Teen Suicide Prevention (in house)
- Alcohol Highway Safety (SADD Regional Conference & Warren Co. Schools)
- Management of the DUI offender (PAPPC training)
- Management of DUI Caseload (PA DUI Association)
- Supervision Strategies for addicted clients (PA DUI Association)
- DUI & the Law (PA DUI Association)
- Alcohol and Health (PA DUI Association)
- Master Trainer for PA DUI Association:
  - Alcohol Highway Safety Instructor Two-Day Certification workshop
  - Alcohol Highway Safety Instructor Performance Analysis workshop
  - Court Reporting Network Evaluator Two-Day Certification workshop
  - Court Reporting Network Evaluator Performance Analysis workshop
  - Advanced CRN Evaluator training

### **AFFILIATIONS:**

- Victim-Witness Program Board
- Drop-out Prevention Committee
- Warren County Children's' Team Planning Committee
- PAPPC Member for 40 years
- PA DUI Association Member (former Board Member)

I have worked in the field of Probation/Parole for the past 40 years. For 35 of those 40 years I have been involved on the county and state level with the Alcohol Highway Safety Program as a County DUI Coordinator, certified AHSS Instructor and CRN Evaluator, as well as a Master Trainer for both AHSS and CRN. I have maintained a close working relationship with the PA DUI Association throughout those years.



## V I T A

### SAMUEL W. MONISMITH

#### FORMAL EDUCATION:

East Stroudsburg University, E. Stroudsburg, PA., B.S., 1973  
Major: Health and Physical Education

The Pennsylvania State University, University Park, PA.,  
M.S., 1979  
Major: Health Education

The Pennsylvania State University, University Park, PA.,  
D.Ed., 1984  
Major: Health Education      Minor: Counselor  
Education

#### PROFESSIONAL EXPERIENCE:

- 1997-  
present      Coordinator and Associate Professor of Health Education, School of Behavioral Sciences and Education, The Pennsylvania State University, Capital College, Middletown, PA
- 1987-1997      Health Education Regional Academic Coordinator and Assistant Professor of Health Education, The Pennsylvania State University, Capital College, Middletown, PA
- 1985-1987      Assistant Professor, Family and Community Medicine, The Milton S. Hershey Medical Center, The Pennsylvania State University, Hershey, PA
- 1984-1985      Director, Total Alcohol Awareness Program, Adjunct Assistant Professor of Health Education, The Pennsylvania State University, University Park, PA
- 1978-1984      Instructor of Health Education, The Pennsylvania State University, University Park, PA., Coordinator of Health Education-Continuing Education
- 1976-1978      Graduate Teaching Assistant, The Pennsylvania State University, University Park, PA
- 1974-1976      Medical Research Technician, Commonwealth of Pennsylvania Bureau of Occupational Health, Harrisburg, PA
- 1973-1974      Permanent Substitute Teacher, Susquehanna Township School District, Susquehanna Township, PA

# William J. Rowan

## RESUME

### Work Experience

#### **Program Director, Schuylkill Health- Center for Counseling Services, St.Clair, PA**

**From: January 1985 To: Present**

Manager of addictions treatment program within a medical center. Overall responsibilities include: planning, contract management, and financial accountability. Program areas of oversight include: Alcohol Highway Safety Program, Underage Offender Program, Partial Hospitalization Program, Intensive Outpatient, as well as Outpatient Treatment Services; Employee Assistance Program, Prevention Services, and an Inpatient Non-Medical Detoxification Unit all of which are licensed by the Bureau of Drug and Alcohol Programs in the Pennsylvania Department of Health, as well as accreditation by JACHO.

#### **Assistant Program Director, Good Samaritan - Center for Counseling Services, Pottsville**

**From: February 1983 To: January 1985**

Served in the capacity of Clinical Supervisor for entire program. Responsible for overall clinical supervision of clinical staff, trainings, policy and procedures, as well as the development and the maintaining of clinical concerns within the program.

#### **Counselor II, Good Samaritan - Center for Counseling Services, Pottsville, PA**

**From: December 1979 To: February 1983**

Coordinated Alcohol Highway Safety Programs operation. Direct oversight of Alcohol Breath Testing Network to include: training coordination, offender evaluations, and Highway Safety Class Instructor. Also developed Public Information and Education community based programs.

#### **Treatment Counselor, Good Samaritan - Center for Counseling Services, Pottsville, PA**

**From: April 1978 To: December 1979**

Facilitated group, individual and family counseling, developed treatment plans and had overall responsibility for primary caseload of patients with substance abuse disorders. Also performed Bio-Psychosocial assessments for patient entering treatment.

#### **Outreach Counselor, Good Samaritan - Center for Counseling Services, Pottsville, PA**

**From: March 1977 To: April 1978**

Outreach Center activities to include: prevention services, counseling and assisting county youth in treatment planning positive alternatives to substance use.

**Academic Achievements:**

**M.A., KUTZTOWN UNIVERSITY**

Major: Counseling/Psychology

**B.A., BLOOMSBURG UNIVERSITY**

Major: Psychology

**Professional Achievements:**

**Certified Advanced Drug and Alcohol Counselor (CAADC)**

**Licensed Professional Counselor**

**Substance Abuse Professional**

**Master Trainer:** Pennsylvania Driving Under the Influence Association  
From 1981 to present  
Certification trainings for Alcohol Highway Safety School Instructor and Court Reporting Network (CRN) Evaluators as well as miscellaneous workshops for recertification purposes.

**Trainer:** Philip Crosby Quality Education System Trainer. Responsible for the facilitation of training within the Medical Center on the Quality Education System. Trained management and employee teams on the concepts of Quality Improvement as well as facilitated the training of Trainers Workshop to educate staff on Quality Improvement.

**References:** Available upon request.

# David J. Andrascik

[REDACTED]  
[REDACTED]  
[REDACTED]  
Email: [REDACTED]

## Education

05/1993	Pennsylvania State Police Academy Graduation – Badge of Office Certification	Hershey, PA
08/1988	United States Army Military Police School Graduation – Diploma	Anniston, Alabama
06/1988	Montour High School Graduation – Diploma	McKees Rocks, PA

## Employment History

1993 to 2015	Pennsylvania State Police Sergeant Dennis Long Supervisor, (717) 783-5520	Harrisburg, Pennsylvania
2004 to Present	Indiana University of Pennsylvania Michael Marcantino, Supervisor, (717) 503-0548	Indiana, Pennsylvania
2000 to 2011	Susquehanna Township School District Peg Pennepacker, Athletic Director, (717) 657-5117	Harrisburg, Pennsylvania

## Law Enforcement Experience

10/04 to 02/15	State Drug Evaluation and Classification Coordinator Pennsylvania State Police
10/96 to 02/15	DUI Coordinator, Bureau of Patrol Pennsylvania State Police
10/93 to 10/96	Patrol Unit, Troop E, Erie Pennsylvania State Police
05/93 to 10/93	Cadet Pennsylvania State Police Academy
08/88 to 08/91	Military Police Corps United States Army

### **Special Police Training (Continued)**

7/2006	International Association of Chiefs of Police DRE Training Conference Kansas City, Missouri
05/2006	International Association for Chemical Testing Annual Training Conference Orange County, California
04/2006	National Highway Traffic Safety Administration Drug Recognition Expert Instructor
03/2006	Mid-Atlantic DUI Conference (Presenter) Virginia Beach, Virginia
12/2005	St. Petersburg College Introduction to Patrol Drug Investigation (16 Hours)
08/2005	International Association of Chiefs of Police DRE Training Conference Arlington, Virginia
06/2005	St. Petersburg College Drug Identification Training Course (16 Hours)
03/2005	Mid-Atlantic DUI Conference (Attendee) Virginia Beach, Virginia
04/2004	National Highway Traffic Safety Administration Drug Evaluation and Classification Training
03/2004	National Highway Traffic Safety Administration Drug Evaluation and Classification Training
05/2003	International Association for Chemical Testing Annual Training Conference Cocoa Beach, Florida
03/2003	Mid-Atlantic DUI Conference (Presenter) Virginia Beach, Virginia
05/2002	International Association for Chemical Testing Annual Training Conference Austin, Texas

### **Special Police Training (Continued)**

10/1995	National Highway Traffic Safety Administration SFST Instructor Training
06/1995	Pennsylvania State Police Intoxilyzer 5000 Maintenance
03/1995	Pennsylvania State Police Interview and Interrogation
01/1995	National Highway Traffic Safety Administration Standardized Field Sobriety Testing Training
10/1994	Pennsylvania State Police Intoxilyzer 1400 Operator Training
07/1994	Pennsylvania State Police Intoxilyzer 5000 Operator Training

### **Special Awards**

10/2011	MADD Hero Award for Drugged Driving Enforcement Washington D.C.
07/2010	Karen Tarney Bookstaff Award Awarded for Exemplary Service to the Drug Recognition and Classification Program January – December 2009
08/2005	Citizens Against Drug Impaired Drivers (C.A.N.D.I.D.) IACP Award for Outstanding Program Expansion of the Drug Evaluation and Classification Program Arlington, Virginia
06/2004	District Exchange Club – Trooper of the Year Award Avalon, New Jersey
10/1996	Governor's Highway Safety Award for Alcohol Highway Safety Harrisburg, Pennsylvania

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***Gene Stull***  
***General Manager***  
***STAC Associates***

Mr. Stull is a graduate of Gettysburg College where he received a B.A in Psychology. After serving in the United States Marine Corps he took graduate courses at the Pennsylvania State University in Counselor Education. He worked as an Employee Relations Specialist for a major corporation before becoming a Special Agent for the Federal Bureau of Investigation. As a Special Agent, he was stationed in Omaha, Nebraska; Dubuque, Iowa; San Francisco, California; and Oakland California. He was assigned general criminal and domestic security cases, and spent approximately one year on the Militant Extremist Intelligence Squad in Oakland.

Mr. Stull served as the Assistant Director for the Pennsylvania Law Enforcement Academy while earning a M.S. degree in Organizational Communications from Shippensburg University. He has been a police instructor for 42 years, and was a police officer for 30 years, serving as Patrolman, Sergeant and Chief of Police in an Adams County department, a part-time Patrolman in a township department in Franklin County, and a part-time Patrolman for Penn State University in Mont Alto, Pennsylvania. Mr. Stull retired from the Commonwealth of Pennsylvania as the Director of the Institute for Law Enforcement Education (ILEE) in 2007, after serving a total of 33 years with the Pennsylvania Law Enforcement Academy, the Traffic Institute for Police Services and the Institute for Law Enforcement Education.

Mr. Stull is currently the General Manager of STAC Associates (Strategic Training and Consulting), specializing in client-centered training in the areas of highway safety, security risk analysis, interviewing, report writing, interpersonal communications, psychological and physical effects of alcohol and other drugs, handling anger in impaired suspects, and the application of psychology to the law enforcement function. He is a Master Instructor of various alcohol and drug-related classes, and was an Adjunct Instructor for Penn State University – Mont Alto in Security Risk Analysis. Mr. Stull has developed, and instructs throughout the Commonwealth of Pennsylvania, advanced training workshops in the areas of alcohol and drug abuse, interviewing and interrogation, law enforcement report writing, officer safety, and tactical communications.



ATTACHMENT B

FINANCIAL AUDIT

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**PENNSYLVANIA DRIVING UNDER  
THE INFLUENCE ASSOCIATION**

**YEARS ENDED  
DECEMBER 31, 2014 AND 2013**





Independent Auditors' Report

Board of Directors  
Pennsylvania Driving Under the Influence Association  
Harrisburg, Pennsylvania

**Report on the financial statements**

We have audited the accompanying financial statements of Pennsylvania Driving Under the Influence Association (the Association) (a nonprofit organization) which comprise the statements of financial position as of December 31, 2014 and 2013, and the related statements of activities and cash flows for the years then ended and the related notes to the financial statements.

**Management's responsibility for the financial statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

**Auditors' responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the Association's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Pennsylvania Driving Under the Influence Association as of December 31, 2014 and 2013, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*Brown Schultz Skidmore & Frite*

Camp Hill, Pennsylvania  
October 20, 2015

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**PENNSYLVANIA DRIVING UNDER THE INFLUENCE ASSOCIATION**

STATEMENTS OF FINANCIAL POSITION

DECEMBER 31, 2014 AND 2013

ASSETS

	<u>2014</u>	<u>2013</u>
Current assets:		
Cash	\$ 68,611	\$ 163,341
Accounts receivable, net of allowance for doubtful accounts of \$20,000 for 2014 and 2013	494,672	339,948
Employee advances		5,938
Inventory	39,051	34,124
Security deposit	1,729	1,729
Prepaid expenses	16,638	20,668
	<u>620,701</u>	<u>565,748</u>
Total current assets		
Property and equipment, net	<u>164,708</u>	<u>192,389</u>
Total assets	<u>\$ 785,409</u>	<u>\$ 758,137</u>

See notes to financial statements.

LIABILITIES AND NET ASSETS

	<u>2014</u>	<u>2013</u>
Current liabilities:		
Accounts payable	\$ 390,855	\$ 243,896
Salary payable	18,248	
Accrued vacation	43,112	42,324
Deferred revenue	4,150	
Payroll taxes withheld	16,563	13,444
Line of credit	149,270	149,270
Lease payable, current portion	2,133	2,064
Due to others	13,567	9,923
	<u>637,898</u>	<u>460,921</u>
Total current liabilities		
Long-term liability, lease payable, net of current portion	<u>1,462</u>	<u>3,595</u>
Total liabilities	639,360	464,516
Net assets, unrestricted	<u>146,049</u>	<u>293,621</u>
Total liabilities and net assets	<u>\$ 785,409</u>	<u>\$ 758,137</u>



**PENNSYLVANIA DRIVING UNDER THE INFLUENCE ASSOCIATION**

STATEMENTS OF ACTIVITIES

YEARS ENDED DECEMBER 31, 2014 AND 2013

	<u>2014</u>	<u>2013</u>
Revenues:		
PennDOT maintenance contracts	\$ 1,399,221	\$ 1,376,587
Annual meeting	74,718	69,958
Membership dues	11,115	10,470
County assessments	27,150	25,550
Contributions	80	200
National safety council grant	23,600	29,300
SADD/Youth program	30,241	30,920
Safety programs	88,400	78,790
Calendars, merchandise and other sales	221,806	177,894
Workshop income		50
Memorial garden	11,347	16,230
Operation nighthawk	1,330	
PCCD grants		20,641
Miscellaneous	2,825	1,383
Total revenues	<u>1,891,833</u>	<u>1,837,973</u>
Expenses:		
Programs	1,772,786	1,584,369
Fundraising	8,697	16,197
Management and general	257,922	232,379
Total expenses	<u>2,039,405</u>	<u>1,832,945</u>
Increase (decrease) in net assets	(147,572)	5,028
Net assets:		
Beginning of year	<u>293,621</u>	<u>288,593</u>
End of year	<u>\$ 146,049</u>	<u>\$ 293,621</u>

See notes to financial statements.

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**PENNSYLVANIA DRIVING UNDER THE INFLUENCE ASSOCIATION**

STATEMENTS OF CASH FLOWS

YEARS ENDED DECEMBER 31, 2014 AND 2013

	<u>2014</u>	<u>2013</u>
Cash flows from operating activities:		
Increase (decrease) in net assets	\$ (147,572)	\$ 5,028
Adjustments:		
Depreciation	54,032	59,241
Bad debts	400	
(Increase) decrease in:		
Accounts receivable	(155,124)	111,040
Inventory	(4,927)	(3,053)
Prepaid expenses	4,030	2,307
Increase (decrease) in:		
Accounts payable	146,959	(88,054)
Salary payable	18,248	
Accrued interest		(482)
Accrued vacation	788	2,201
Deferred revenue	4,150	(2,000)
Payroll taxes withheld	3,119	5,287
Due to others	<u>3,644</u>	<u>9,923</u>
Net cash provided by (used in) operating activities	<u>(72,253)</u>	<u>101,438</u>
Cash flows from investing activities:		
Employee advance	5,938	1
Purchases of property and equipment	<u>(26,351)</u>	<u>(17,044)</u>
Net cash used in investing activities	<u>(20,413)</u>	<u>(17,043)</u>
Cash flows used in financing activities, lease principal payments	<u>(2,064)</u>	<u>(1,997)</u>

(continued)

**PENNSYLVANIA DRIVING UNDER THE INFLUENCE ASSOCIATION**

STATEMENTS OF CASH FLOWS (CONTINUED)

YEARS ENDED DECEMBER 31, 2014 AND 2013

	<u>2014</u>	<u>2013</u>
Net increase (decrease) in cash	\$ (94,730)	\$ 82,398
Cash:		
Beginning of year	<u>163,341</u>	<u>80,943</u>
End of year	<u>\$ 68,611</u>	<u>\$ 163,341</u>
Supplemental disclosure of cash flow information:		
Cash paid during the year for interest	\$ 5,831	\$ 5,898

See notes to financial statements.

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**PENNSYLVANIA DRIVING UNDER THE INFLUENCE ASSOCIATION**

**NOTES TO FINANCIAL STATEMENTS**

**YEARS ENDED DECEMBER 31, 2014 AND 2013**

**1. Summary of significant accounting policies:**

*The Association:*

The Pennsylvania Driving Under the Influence Association (the Association) is a nonprofit association established to educate and train professionals and citizens working with driving under the influence (DUI) offenders. The Association also conducts various programs to increase public awareness of the dangers of driving under the influence. The Association receives its revenue from contracts, grants, donations, memberships, various programs and merchandise sales.

The significant accounting policies used to prepare the accompanying financial statements are summarized below. These policies conform to generally accepted accounting principles.

*Basis of accounting:*

The financial statements have been prepared on the accrual basis of accounting with support and revenue recognized when earned, and expenses recognized when incurred. Grants and awards, which are intended to fund operations and services for a specific contract or award period, are recognized as revenue in the period in which the related costs are incurred or services are performed. Such revenues collected by the Association but not yet earned are reported as deferred revenue.

*Estimates:*

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts in the financial statements and accompanying notes. Actual results could differ from those estimates.

*Income taxes:*

Under provisions of Section 501(c)(3) of the Internal Revenue Code and the applicable income tax regulations of Pennsylvania, the Association has been recognized as exempt from taxes on income other than unrelated business income.

The Association annually files U.S. federal income tax returns (Form 990). The Association is currently open to audit under the statute of limitations by the Internal Revenue Service for the years ended December 31, 2011 through 2014.

**PENNSYLVANIA DRIVING UNDER THE INFLUENCE ASSOCIATION**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

YEARS ENDED DECEMBER 31, 2014 AND 2013

**1. Summary of significant accounting policies (continued):**

*Income taxes (continued):*

The Association has recognized a tax liability included in accounts payable due to the Internal Revenue Service (IRS) for the fiscal years ended December 31, 2001 and 2002 as a result of prior tax audits. The Association recognizes interest accrued on the tax liability in the statements of activities. The amount of tax, interest and penalties due to the IRS is as follows:

	<u>2014</u>	<u>2013</u>
Tax liability, including interest and penalties as of January 1,	\$ 53,965	\$ 52,363
Interest accrued for the year	<u>670</u>	<u>1,602</u>
Tax liability, including interest and penalties as of December 31,	<u>\$ 54,635</u>	<u>\$ 53,965</u>

*Property and equipment and related depreciation:*

All acquisitions of property and equipment in excess of \$500 and all expenditures for repairs, maintenance, renewals and betterments that materially prolong the useful lives of assets are capitalized. Property, equipment and vehicles are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using primarily the straight-line method. The estimated useful life assigned to buildings and improvements is 15 years. Estimated useful lives for furniture, equipment and vehicles range from three to seven years.

*Accounts receivable:*

Accounts receivable are reported at the total amount, less an allowance for doubtful accounts. The allowance reflects management's best estimate of accounts that will not be collected. Accounts receivable are reviewed on a current year basis and charged off when deemed uncollectible.

*Inventory:*

Inventory, which consists primarily of workbooks and personal breathalyzer tests, is valued at the lower of cost or market. Cost is determined on the first-in, first-out method.

**PENNSYLVANIA DRIVING UNDER THE INFLUENCE ASSOCIATION**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

YEARS ENDED DECEMBER 31, 2014 AND 2013

**1. Summary of significant accounting policies (continued):**

*Accounting for contributions:*

The Association reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions.

Donor restricted purpose contributions, where the restrictions are met in the same reporting period, are reported as unrestricted contributions.

*Donated services:*

A substantial number of unpaid volunteers have made significant contributions of their time to support the Association's administrative, program and training activities. However, the value of this time is not reflected in the financial statements since it is not reportable under current accounting standards.

*Subsequent events:*

The Association has evaluated subsequent events through October 20, 2015, the date the financial statements were available to be issued.

**PENNSYLVANIA DRIVING UNDER THE INFLUENCE ASSOCIATION**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

YEARS ENDED DECEMBER 31, 2014 AND 2013

**2. Property and equipment:**

Property and equipment consist of the following:

	<u>2014</u>	<u>2013</u>
Building and improvements	\$ 457,043	\$ 442,226
Vehicles	430,818	430,818
Equipment	279,517	267,983
Furniture	<u>40,581</u>	<u>40,581</u>
	1,207,959	1,181,608
Accumulated depreciation	<u>(1,043,251)</u>	<u>(989,219)</u>
	<u>\$ 164,708</u>	<u>\$ 192,389</u>

**3. Leases:**

*Capital lease:*

The Association entered into a lease for a new copier under a capital lease in September 2011. The economic substance of the lease is that the Association is financing the acquisition of the asset through the lease, and accordingly, it is recorded in the Association's assets and liabilities. The copier is included in equipment at a cost of \$10,246; accumulated depreciation amounted to \$6,489 at December 31, 2014.

**PENNSYLVANIA DRIVING UNDER THE INFLUENCE ASSOCIATION**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

YEARS ENDED DECEMBER 31, 2014 AND 2013

**3. Leases (continued):**

*Capital lease (continued):*

The following is a schedule by years of future minimum payments required under the lease, together with their present value as of December 31, 2014:

2015	\$ 2,220
2016	<u>1,480</u>
	3,700
Less amount representing interest	<u>105</u>
Present value of minimum lease payments	3,595
Less current portion	<u>2,133</u>
Long-term portion	<u>\$ 1,462</u>

*Operating leases:*

The Association leases warehouse space on a month-to-month basis. Rental expense for this lease was \$15,577 for each of the years ended December 31, 2014 and 2013.

In 2014, the Association entered into a two-year motor vehicle lease. The lease requires minimum monthly payments of \$872. Minimum future lease payments are \$10,467 and \$7,850 in 2015 and 2016, respectively.

**4. Line of credit:**

The Association has available an unsecured \$150,000 line of credit with its major bank. Interest on borrowings is calculated at the bank's prime rate (3.25% at December 31, 2014) plus .5%. There was \$149,270 drawn on the line at both December 31, 2014 and 2013.

**5. Interest expense:**

Total interest expense incurred was \$6,501 and \$7,500 for the years ended December 31, 2014 and 2013, respectively.



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**PENNSYLVANIA DRIVING UNDER THE INFLUENCE ASSOCIATION**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

YEARS ENDED DECEMBER 31, 2014 AND 2013

**6. Defined contribution plan:**

The Association has a defined contribution plan covering all full-time employees who agree to make contributions to the plan. The Association matches participants' contributions to the plan up to 4% of the individual participant's compensation. Employees become vested in the Association's contributions and earnings over a five-year period. Total expense was \$24,546 and \$23,900 for the years ended December 31, 2014 and 2013, respectively.

**7. Major customers:**

The Association had one major customer during the years ended December 31, 2014 and 2013. The revenue from this customer is for a multi-year maintenance contract with the Commonwealth of Pennsylvania, Department of Transportation (PennDOT) to provide training seminars to DUI professionals and those affected by DUI provisions of the law in the Commonwealth of Pennsylvania. Revenue from PennDOT accounted for 74% and 75% of the Association's total revenue during the years ended December 31, 2014 and 2013, respectively. Accounts receivable from PennDOT at December 31, 2014 and 2013 amounted to 93% and 95%, respectively, of total accounts receivable. If a significant reduction in the level of government revenue under this contract were to occur, it could have an effect on the Association's programs and activities.

ATTACHMENT C

EMERGENCY RESPONSE PLAN

EMERGENCY  
RESPONSE  
PLAN  
FOR  
PA DUI ASSOCIATION

PREPARED 12/1/05  
UPDATED 6/30/16

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## **THE PURPOSE OF THIS EMERGENCY RESPONSE PLAN**

This manual outlines the policies, procedures and practices of the Emergency Response and Management Plan for the Pennsylvania Driving Under the Influence (DUI) Association.

Protecting the Association from emergencies caused by nature or man can involve a variety of actions. The term “disaster” has been left out of this document because it lends itself to preconceived notions of a large scale event. In fact, each event large or small must be addressed within the context of the impact on the Association.

For the smooth operation of the Association prior to, during and after any emergencies, it is necessary to have the cooperation of all personnel. Therefore, all employees, both current and newly hired, will be provided a copy of this document and are required to become familiar with and abide by the contents of this plan.

### **WHAT IS AN EMERGENCY?**

An emergency is any unplanned event that can cause deaths or significant injuries to employees, customer or the public; or can shut down the Pennsylvania DUI Association, disrupt its operations, cause physical or environmental damage, or threatens the Pennsylvania DUI Association's financial standing or public image.

Obviously, numerous events can be "emergencies." Emergencies may be any of the following:

Communications failures  
Utility failures  
Fire (both of the PA DUI Association building (s) and neighboring buildings)  
Hurricanes  
Tornadoes  
Thunderstorms  
Winter Storms  
Flooding of the river  
Flash flooding  
Terrorist Attacks  
Biological Attacks  
Chemical Attacks  
Radiological Accidents  
Hazard Material Spills  
Construction Accidents  
Explosions  
Pandemic Illnesses

#### **WHAT IS EMERGENCY MANAGEMENT?**

Emergency management is the process for preparing for, mitigating, responding to and recovering from an emergency. Along with the development and execution of this plan, the PA DUI Association commits to working cooperatively within the Pennsylvania Emergency Management Agency and the Federal Emergency Management Agency guidelines and directives.

At the beginning of each year a Vulnerability Analysis will be conducted to assess the vulnerability of the PA DUI Association regarding the probability and potential impact of each emergency. The results of the Vulnerability Analysis will precipitate changes to this Emergency Response Plan as needed.

For the year 2016, the following emergencies have been determined to most probably affect the PA DUI Association:

Communications failure  
Fire  
Severe weather (including hurricane, tornado, thunderstorm, winter storm )  
Flood or flash flood  
Civil Disturbance (including terrorist/biological/chemical attack)  
Radiological accident

## GENERAL PROCEDURES FOR EMERGENCY RESPONSE

### A. *Pre-Evacuation*

Although the PA DUI Association believes no one should ever be put in physical danger, in the event of an emergency and when time permits the following steps will need to be taken by building personnel:

#### Individual Preparation:

- Follow instructions from the Executive Director or designee
- Warn others in your area of the emergency
- If on the telephone, hang up.
- Turn off personal computer
- Close file cabinets and desk drawers
- Turn off overhead and desk lighting
- Turn off printer/copier
- Close doors and windows
- Go to the nearest safe evacuation exit
- Exit quickly but calmly

#### Utility Shutoffs:

- Follow instructions from the Executive Director or designee
- Ensure the main electrical breakers are off:
  - Electrical- Employees will turn off the electric through the electrical panel boxes which are located:
    - At bottom of staircase to the second floor
    - In the hallway across from the kitchen
    - In the basement
  - Gas- The natural gas access will be turned off and on by UGI Utilities, Inc. Employees should only know the location of the access to direct UGI Utilities personal.
  - Water- Employees will turn off all inside water valves (i.e. under the sinks in the kitchen and bathrooms and the water heater in the basement) as necessary

Setting of Telephone System & Notification Network: If necessary 911 should be called prior to the shut down of the telephone system. If the telephone system is immediately affected, employee cell phones may be utilized. Executive Director or designee will set the telephone answering system to handle messages and or call forwarding, as necessary and initiate the Notification system.

Equipment Removal/Safeguarding: Each employee is responsible for the care and removal of their assigned laptop computer. All other computers and peripheral equipment will be moved to a safe place either outside of the building or to the upper floors of the building as directed by the Executive Director. As all information on the server is routinely backed up in the cloud there should be no loss of data.

## **B. Evacuation**

In the event of an emergency, personnel and employees may need to evacuate from the building. All personnel, employees and visitors, will need to exit, quickly but calmly through the main emergency exits, and proceed to the Safe Meeting Places to be prepared for such events; the Association has provided the following:

### Exits:

- Two main exit doors at the rear of the building are located as follows:
  1.  One near the kitchen that traffic would flow onto the unobstructed parking lot at the rear of the building
  2.  One at the bottom of the staircase to the second floor that traffic would flow onto the unobstructed parking lot at the rear of the building
  
- Metal fire escape from the second floor of the building is located as follows: This exit is accessible for all offices on the second floor and traffic would flow onto the unobstructed parking lot at the rear of the building.

### Signage:

All building evacuation and escape exits and signage will be checked, reassessed and updated every six months to ensure safe access and passage for all employees in the event of an emergency or a disaster. All employees will be made aware of these exits and routes. Additionally, a map of the evacuation/escape exits and routes will be provided to each employee.

- Evacuation/Escape Exits - All evacuation and escape exits are marked with reflective signage.
- Evacuation/Escape Routes - Evacuation/and escape route signs are posted at each office entrance and exit.

### Safe Places/Meeting Places:

Evacuation/Escape Route signage will designate these places. All Safe Places/Meeting Places in the immediate area of the building will be checked, reassessed and updated every six months to ensure safe access and environment. All employees will be made aware of these safe places and or meeting places. Additionally a list of the Safe Places/Meeting Places will be provided to all employees. Immediately following evacuation/escape employees should proceed and gather at one of the following sites:

- At the north corner of Front Street and Schuylkill Street
- At the south corner of Front Street and Seneca Street
- At the north corner of Second Street and Schuylkill Street
- At the south corner of Second Street and Seneca Street

If an evacuation is ordered by public officials through the TMI Emergency Alert System, all building employees will follow the planned evacuation route for the City of Harrisburg.

**First Aid/CPR:** First Aid and CPR should be administered by trained employees and the Emergency Supply Kit should be utilized as needed.

**Emergency Lighting:** Flashlights and extra batteries are provided to each employee. Additionally, emergency flashlights and extra batteries are provided in the Emergency Supply Kit.



### ***C. Post Evacuation***

First Aid and CPR should be administered and the Emergency Supply Kit should be utilized as needed.

In some situations, employees may be alerted to potential exposure and should pay close attention via radio, television, and emergency alert systems to all official and public health warnings and instructions on how to proceed; and should act accordingly.

In some situations and or after the emergency situation is deemed to be under control and the security and safety of the building and its surrounding area is deemed safe, employees may be instructed by the Executive Director on when to return to the building and to work immediately. In other cases, prolonged absences from the building may be necessary. In these cases, the Executive Director or designee will need to follow the Notification System.

### ***D. Resuming Operations***

Often prior to allowing employees to return to the building and to work, in cooperation with public health and safety officials, the Executive Director or designee will determine that following is secure and safe for employees:

- Access to and from the building
- Structural integrity of the building and its accouterments
- Access to electricity, water, gas and sewer usage
- Work place air and water quality

Once the building is determined to be safe, the Executive Director or designee will notify the date and time when employees are to report to work. Employees are expected to respond. If personal safety issues are present at an employee's home or home area that prevents the employee from returning to work, the employee should notify the Executive Director.

If the building is no longer viable for use as determined by public health officials and the Executive Director or designee, employees will be notified by the Executive Director when and where they are to report for work. All employees will be expected to report to work as indicated, unless arrangements have been made with the Executive Director or designee.

## **SPECIFIC EMERGENCY RESPONSES**

### **A. Fire**

Employees should follow the General Emergency Response Procedures.

### **B. Severe Weather**

Employees should follow the Specific Emergency Response Procedures for each condition as follows:

#### **A. Hurricanes:**

First of all everyone must know how imminent the danger is by understanding what is meant by hurricane WATCH and hurricane WARNING. Hurricane WATCH means hurricanes are possible in the specified area of the watch usually within 36 hours. Hurricane WARNING means hurricane conditions are expected within the specified area of the warning usually within 24 hours.

If the hurricane is likely in the Harrisburg area, the following measures will be taken by all employees:

1.  Secure the property – 5/8” marine plywood may be needed and installed to board up windows on the building and garage
2.  Clear the parking lot and garden of clutter, flower pots, branches, etc.
3.  Remove the U.S. Flag from the flagpole in the garden and secure the ropes
4.  Check window screens to ensure they fit tight
5.  Ensure all curtains and blinds are closed
6.  Follow the General Procedures for Pre-Evacuation
7.  Follow the General Procedures for Evacuation, if necessary
8.  Follow the General Procedures for Post Evacuation
9.  Turn off utilities at main switches or valves when instructed to do so.
10.  Unplug, turn off, secure and or remove all appliances and equipment, including heating and air conditioning
11.  Secure and or remove all designated business files and computers
12.  Secure and brace all doors
13.  Postpone scheduled activities
14.  Listen to the radio or TV for information and follow the weather and tracking of the storm
15.  Report what you hear to Executive Director
16.  Report where you can be contacted after the storm

#### **B. Thunderstorms/Tornadoes:**

Familiarize yourself with the following items:

Severe Thunderstorm Watch/Tornado Watch – means severe thunderstorms with the possibility of a tornado are likely to occur. Watch the sky and stay tuned to weather on radio or television for information.

Severe Thunderstorm Warning/Tornado Warning – means when severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm

If thunderstorms or tornadoes are likely in the Harrisburg area, the following measures should be taken by all employees:

1.  Postpone all outdoor activities
2.  If time permits, secure the property, clear the parking lot and garden of clutter, flower pots, branches, etc. and remove the U.S. flag from the flagpole and follow the General Pre Evacuation procedures and evacuate if necessary
3.  If time does not permit, get inside the building or hard top automobile immediately and
4.  If escape or evacuation is not viable, once inside proceed to basement or middle room on the first floor and take cover
5.  Stay indoors or in the safe rooms like the basement or middle room on the first floor for 30 minutes or until you hear the public alert warning system issue an all clear signal
6.  The Executive Director will follow Post Evacuation General Procedures to assess the building and the work environment. Employees will return to the building or the work environment at the direction of the Executive Director or designee

#### C. Winter Storms:

Unless directed by the Executive Director, the PA DUI Association will be open for business, although no Staff member should risk his or her personal safety due to unsafe or impassable road conditions in individual areas. These affected Staff members should notify the Executive Director immediately.

#### C. Floods/Flash Floods

Employees should follow the Specific Emergency Response Procedures for each condition as follows:

You should familiarize yourself with these terms to help identify a flood hazard:

Flood Watch – Flooding is possible

Flash Flood Watch – Flash flooding is possible; be prepared to move to higher ground

Flood Warning – Flooding is occurring or will occur soon; if advised to evacuate, do so immediately

Flash Flood Warning – A flash flood is occurring, seek higher ground immediately

If a flood is likely in the Harrisburg area, the following measures should be taken by all employees:

1.  Secure the property and clear the parking lot and garden of clutter, flower pots, branches, etc.
2.  Remove the U.S. Flag from the flagpole in the garden and secure the ropes
3.  Move all essential furniture and office items to the upper floors of the building
4.  Turn off utilities at main switches or valves when instructed to do so
5.  Unplug, turn off, secure and or remove all appliances and equipment, including heating and air conditioning
6.  Secure and or remove all designated business files and computers
7.  Secure and brace all doors
8.  Postpone scheduled activities
9.  Do not touch electrical equipment if you are wet or standing in water
10.  Avoid floodwaters and any moving water
11.  Listen to the radio or TV for information.
12.  Report what you hear to Executive Director

13.  Report where you can be contacted after the flood
14.  Listen to news reports to learn whether the community's water supply is safe to drink
15.  Avoid all downed power lines
16.  Wait for instructions from the Executive Director before returning to the building.
17.  When returning to the building for cleanup, use extreme caution; there may be hidden structural damage
18.  Clean and disinfect everything that got wet

#### **D. Terrorist/Biological/Chemical Attacks**

In the event of a terrorist and or biological attack, public health officials may not immediately be able to provide information. It could take time to determine what the attack is, what illness or biological agent has been released, how it should be treated, and who is in danger. Watch television, listen to the radio, or check on the internet for official news and information including areas affected, current conditions, signs and symptoms of a disease, if medications and vaccinations are required and or being distributed, and where to seek medical attention. Often the first evidence of an attack may be when you notice symptoms caused by exposure. Use common sense and practice good hygiene. The basic public health procedures and medical protocols for handling exposure to biological agents are the same as for infectious diseases.

If you become aware of an unusual and or suspicious substance nearby:

- Move away quickly
- Wash with soap and water
- Contact community emergency responders and authorities
- Listen to the media for official instructions
- Seek medical attention and assistance if you become sick

If you are exposed to a biological agent:

- Remove and bag your clothing, personal items and work space items
- Wash yourself with soap and water and put on clean clothing
- Follow official instructions for disposal of all contaminated items
- Seek medical attention and assistance immediately
- Stay away from others.

If the building is in an area that has experienced a chemical attack, all employees will be instructed to remain in the building. The following procedures should be followed:

- Close doors and windows and turn off all ventilation, including furnaces, air conditions, vents and fans
- Seek shelter in an internal room, like the middle room on the first floor
- Take the Emergency Supplies Kit into the room
- Seal the room with duct tape and plastic sheeting
- Listen to the radio for instructions from authorities
- If you are outside, move away immediately in a direction upwind of the source
- Find shelter as quickly as possible
- After the attack, decontamination is needed within minutes
- Do not leave the shelter to go outdoors to help others or to check on conditions until public health authorities announce it is safe to do so

- Although a person affected by a chemical attack requires immediate medical attention from a professional but such help is not immediately available, decontaminate yourself and then assist in decontaminating others.
- When the area is outside area is considered safe, proceed with the decontamination process

Decontamination guidelines include:

- Use extreme caution
- Remove all clothing and other items in contact with your body
- Contaminated clothing should be cut off to avoid contact with eyes, nose and mouth
- All contaminated clothing, personal and office items should be put in plastic bags and sealed
- Decontaminate hands using soap and water
- Remove glasses and or contact lens and place them in a pan of household bleach, rinse them with clean water and dry with uncontaminated towel
- Flush eyes with water
- Gently wash your face and hair with soap and water before thoroughly rinsing with clean water
- Decontaminate other body areas likely to have been contaminated by blotting the area with a cloth soaked in soapy water and rinse with clean water
- Change into uncontaminated clothing (Clothing stored in drawers or closets is likely to be uncontaminated)
- Proceed to medical facility for screening and professional treatment

### **E. Radiological Accidents**

An emergency at Three Mile Island would fall into one of four categories that have been established by the U.S. Nuclear Regulatory Commission:

Unusual Event – A minor problem has occurred at the plant. No release of radioactive material is expected. Public officials will be notified. Residents within the emergency planning zone will not have to do anything.

Alert – Also a minor problem. It is not expected to seriously affect the safety of the plant. Small amounts of radioactive material might be released inside the plant. Officials will be notified. Most likely, residents will not have to respond. If you hear a steady 3 to 5 minute siren tone, turn on your radio and television to an emergency alert station for official information and instructions.

Site Area Emergency – This means a more serious event has occurred. Major plant systems have been affected, but releases of radioactivity would not be expected to exceed any federal limits outside the plant boundary. If you hear a steady 3 to 5 minute siren tone, turn on the radio and television emergency alert station for official information and instructions.

General Emergency – Such an emergency would involve serious damage at the plant and the release of radioactivity beyond the plant boundary. If you hear a steady 3 to 5 minute siren tone, turn on the radio or television to an emergency alert station for official information and instructions.

In such events, Dauphin County will activate a rumor control center that can be reached at (717) 558-6800.

There are Three Mile Island Emergency plans and information for parts of Cumberland, Dauphin, Lancaster, Lebanon and York Counties in the telephone directory. Additional information is included here in **Important TMI Emergency Information**.

### **IMPORTANT TMI EMERGENCY INFORMATION**

The telephone book has important information. It is based on radiological emergency response plans that have been developed and exercised by state, county and municipal governments in parts of Cumberland, Dauphin, Lancaster, Lebanon and York Counties. This information also can be used in the event of emergencies such as tornadoes, hurricanes, floods or hazardous material spills.

#### *Warning*

If you hear a 3 to 5 minutes steady siren tone:

Step 1: Turn on the radio or television to the emergency alert station for Dauphin County which are:

AM Radio Stations-WTCY 1400, WHP 580, WHP 1230

FM Radio Stations –WRVV 97.3, WWKL 99.3, WITF 89.5, WNNK 104.1, WMSS 91.1

TV Stations – WHP Channel 21, WHTM Channel 27, WITF Channel 33

Step 2: Listen for instructions for Dauphin County and the city of Harrisburg

Step 3: Follow the instructions given. You may be asked to take shelter or to evacuate

#### *If you are asked to take shelter*

- Go inside the building and stay there
- Close all outside doors and windows
- Turn off all air intakes such as fans and air conditioners
- Do not use the building's telephone system except for personal emergencies
- Stay indoors until official notification is given that it is safe to go out.
- Stay tuned to the emergency alert radio and or television stations

#### *If you are asked to evacuate*

- Follow directions calmly and promptly
- Harrisburg City evacuation route is: Take Interstate Route 81 South to Exit 20 to the Reception Center at Scotland School, Scotland.

### **DIRECTION AND CONTROL DURING AN EMERGENCY**

The system for managing resources, analyzing information and making decisions in an emergency is called direction and control.

During an emergency, someone must be in charge. The Association's Board of Directors oversees the operation of the PA DUI Association and consists of the Executive Board and Regional Chairpersons and Regional Representatives (listing is on page ).

Because the Board meets on a quarterly basis, the day-to-day administrative and operational responsibilities are vested in the Executive Director of the PA DUI Association.

Thus, the Executive Director will assume command during an emergency and is responsible for the front-line management and tactical planning and execution of this plan; controls all incident-related emergencies, technical aspects of the emergency response, and allocation of resources; and interfaces with the community, outside response organizations and regulatory agencies. All employees are subject to and must follow the decisions made by the Executive Director.

The Executive Director of the Association has the authority to assess the emergency situation, implement the emergency management plan, determine response strategies and activities, activate resources, determine the short-

and long-term effects of the emergency, order an evacuation or shutdown of the Association, oversee all incident response activities and declare that the incident is “over.

Below is the Chain of Command for Site Direction and Control responsibilities and key onsite emergency responders as determined by the Executive Director.

A. Chain of Command:

Primary Contact: C. Stephen Erni, Executive Director for all Association Employees

Secondary Contacts:

- George Geisler responsible for Law Enforcement Services and all peripheral programs, and vehicles (Safety Bugs, Safety Sim, Safety Sam, motorcycle, and boat)
- Eileen Lee for Ignition Interlock Quality Assurance Program
- Felicity DeBacco-Erni for SADD and PAUD Programs

B. On Site Key Emergency Responders/Accountability:

- Public Relations: C. Stephen Erni  
Felicity DeBacco Erni  
George Geisler and Cathy Tress
- Alarm Systems: C. Stephen Erni  
George Geisler
- Fire Extinguishers: Ricky Miller  
Blair Walborn
- Evacuation: 1<sup>st</sup> Floor: George Geisler and Wendy Whitehaus Cole  
2<sup>nd</sup> Floor: Eileen Lee and Russell Young
- Hazardous Materials: Ricky Miller  
Russell Young
- Telephone System: Wendy Whitehaus Cole  
Liane Petras
- Computer System: Jim Sulfare  
Wendy Whitehaus Cole
- Supplies: Liane Petras  
Russell Young
- First Aid/CPR: George Geisler  
Wendy Whitehaus Cole
- Financial System: Stephen Erni  
Megan Evans  
Liane Petras

- Safety Simulator/Safety Bugs: Mike Martin
- Safety Bugs/Focus: Mike Martin
- 2015-2016 Executive Board of Directors: The Executive Board of Directors may be contacted as needed for any and all emergencies.

**DAVID ANDRASCIK, PRESIDENT**



**TODD HARPSTER, VICE PRESIDENT**

DUI Coordinator  
 Mifflin County Safe Driving Program  
 PO Box 206  
 Lewistown, PA 17044  
 717-248-3953  
[tharpster@co.mifflin.pa.us](mailto:tharpster@co.mifflin.pa.us)

**HARRY FRUECHT, SECRETARY**

Chief, Peters Township Police Department  
 200 Municipal Drive  
 McMurray, PA 15317  
 724-942-5030  
[policechief@peterstownship.com](mailto:policechief@peterstownship.com)

**GARY MOORE, TREASURER**

West Whiteland Township Police Department  
 222 N. Pottstown Pike  
 Exton, PA 19341  
 610-363-0200  
[gmoore@westwhiteland.org](mailto:gmoore@westwhiteland.org)

**C. Building and Services Contacts:**

Below is a listing of the necessary emergency information and contacts.

MAIN BUILDING: 2413 N. Front Street, Harrisburg, PA 17110 (Dauphin County)

**General Emergency Information:**

Emergency Ambulance, Fire, Police	Dial 911
Non Emergency Ambulance, Fire, Police	(717) 238-9679
Emergency Evacuation Transportation Assistance Number	(717) 255-3131

Emergency Evacuation Route: Take 1-81 South to Exit 20 to Reception Center, Scotland School, Scotland



**Building Ownership:**

PA DUI Association  
501(3) (c) Nonprofit  
Federal Tax # 23-2377430

**Primary Building Contact:**

C. Stephen Erni, Executive Director  
Office Telephone: (717) 238-4354  
Office FAX: (717) 238-6211  
Home Telephone: [REDACTED]  
Cell Telephone: [REDACTED]

**Program Contacts:**

For Eastern PA Law Enforcement Services and Peripheral Programs including Safety Bugs, Safety Sim, Safety Sam and all Association Vehicles  
George Geisler, Director, Law Enforcement Services  
Office Telephone: (717) 238-4354  
Office FAX: (717) 238-6211  
Home Telephone: [REDACTED]  
Cell Telephone: [REDACTED]

For Western PA Law Enforcement Services and Western Alliance TEAM DUI Task Force

Cathy Tress, Director, Law Enforcement Services  
Office Telephone: (412) 262-1037  
Office FAX: (412) 262-1526  
Home Telephone: [REDACTED]  
Cell Telephone: [REDACTED]

For Ignition Interlock Quality Assurance Program  
Eileen Lee, Director, Ignition Interlock Quality Assurance Program

Office Telephone: (717) 238-4354  
Office FAX: (717) 238-6211  
Home Telephone: [REDACTED]  
Cell Telephone: [REDACTED]

For SADD and PAUD Programs

Felicity DeBacco-Erni, Director  
Office Telephone: (717) 238-4351  
Office FAX: (717) 238-6211  
Home Telephone: [REDACTED]  
Cell Telephone: [REDACTED]

**Building Alarm and Security System Contacts:**

1. C. Stephen Erni  
Cell Phone: [REDACTED]  
Home Phone: [REDACTED]

2.  George Geisler  
Cell Phone: [REDACTED]  
Home Phone: [REDACTED]

**Building Security Contractor:**

Full Service Security  
Mechanicsburg, PA  
Central Station: 1-800 836-0142  
Office: (717) 697-4411  
FAX: (717) 763-1575

Building Insurer: Philadelphia Fidelity Insurance Co.

Building Utilities:

Electric:

PPL Electric Utilities

24 Hour Emergency Service: (800) 342-5775  
Service & Billing: (800) 358-6623  
Underground Line Location: (800) 242-1776

Gas:

UGI Utilities, Inc.

Gas Leak Emergencies Only (800) 609-4844  
Customer Service (800) 232-1811  
Underground Line Location (800) 242-1776

Sewer, Water, & Sanitation

City Of Harrisburg Public Works

Highway and Sewer Maintenance (717) 236-4802  
Sanitation (717) 236-5274  
Water (717) 238-8725  
24 Hour Water Emergency (717) 255-3131

Telephone Service

National Telephone Exchange (717) 232-8201  
Commonwealth Telecom Services Inc. (888) 278-8783

Computer/Internet Service

Comcast Cable (888) 205-5000

Business Services:

Building Maintenance

Terminx (800) 732-3216  
Leer Electric (717) 766-2141

Printers/Copiers

Executive Image (717) 441-5969

Computer Services

Solinkit (Jim Sulfare ) (717) 421-4712

Postage Meter

Pitney Bowes (800) 322-8133 ext. 79080

Financial

Sovereign Bank (717) 221-3858  
Citizens Bank (888) 910-4100  
Paychex-[I.D. #5495] (717) 526-4000

Employee Benefits

Met Life –

Basic Life/Long & Short Term Disability  
FOR FILING CLAIM (800) 275-4638

Blue Cross (800) 962-2242

Business Vehicles:

Insurer: Erie Insurance Group, Erie Insurance Exchange  
Pioneer Commercial Auto Policy-Fleet

Agent: Consumers Insurance Group Inc.  
240 S. 18<sup>th</sup> Street  
Camp Hill, PA  
Phone: 763-7631

Policy No: Q11 1230198 H7

Vehicle Inventory:

<u>Vehicle Make</u>	<u>Yr.</u>	<u>Vin Number</u>
Volvo S80	2004	YV1TS91Z841363516
Volkswagen Beetle GL	1999	3VWBC21C8XM459088
Cargo Trailer	2005	4U01C30245A022392
Ford Taurus SES	2003	1FAFP55S42A257257
Ford Taurus SE	2003	1FAHP55S93A120115
Ford Van	2003	2FMZA50413BA90648
Ford Truck	2004	1FTWWEEP74EB04013
Carm Trailer	2004	SA3C612S94L00086S
Well Trailer	2001	1WC200L201404528
BMW Motorcycle	2000	WB10418A7YZC67649
Volkswagen Beetle GLS	2003	3VWCK21C33M406137
Ford Focus ZX3	2005	3FAHP31NX5R125076

WAREHOUSE: 22 8<sup>th</sup> Street, New Cumberland, PA 17070

General Emergency Information:

Emergency Ambulance, Fire, Police Dial 911

Non Emergency Ambulance, Fire, Police: 717-737-1570

Emergency Evacuation Transportation Assistance Number:

(717) 938-3801

Emergency Evacuation Route: Take Bridge Street in New Cumberland to 581 West to U.S. Route 15 South to PA Route 94 South to Reception Center, New Oxford Jr./Sr. High School Complex

Building Lease – effective September 1, 2006

**Building Ownership:**

McClure

**Building Primary Emergency Contact:**

Landmark Commercial Reality, Inc.

Telephone: 717-731-1990

Cell Phone:

**Leasing Agent:**

Landmark Commercial Reality, Inc.

20 Eford Road Suite 215

Lemoyne, PA 17403

Phone: 717-731-1990

**COMMUNICATIONS/ COMMUNICATION FAILURES**

Communications are essential to the business operation of the PA DUI Association. A communications failure can be an emergency in itself, cutting off vital business activities. Communications are needed to report emergencies and to warn and inform employees, employee families, customers, contractors and suppliers. In the event of an emergency that results in communications failure it is essential to determine the need for back-up systems, the priority and order of restoration and the establishment of restoration procedures.

In case of such an event, the PA DUI Association has provided the following:

**A. Family Communications**

In an emergency during working hours, personnel will need to know whether their families are okay. Every employee needs to complete the Emergency Notification Form. The Form contains information on how employees will communicate with their families in case of their separation or injury; an out-of-town contact to call, and a designated place to meet family members. The Form also contains information on employees' skills that may be needed in an emergency.

The Executive Director will be responsible for the possession of the original completed forms. A listing is provided here and may be provided to each employee and included in the Emergency Supply Kit. After the initial completion of the Emergency Notification Form, yearly updates will be conducted, although it is the responsibility of every employee to immediately notify the Executive Director of any changes to this information. (See Emergency Notification Form)

**Emergency Contact Listing is as follows:**

**Executive Director:**

**C. Stephen Erni**

Home Address: [REDACTED]  
Home Phone: [REDACTED]  
Cell Phone: [REDACTED]  
Primary Emergency Contact: Felicity Erni  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Secondary Emergency Contact: Barbara Erni  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Other Information: None given

**Staff: (In alphabetical order)**

**Wendy Whitehaus Cole**

Home Address: [REDACTED]  
Home Phone: [REDACTED]  
Cell Phone: [REDACTED]  
Primary Emergency Contact: Gary Cole  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Secondary Emergency Contact: Ruth or William Whitehaus  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Other Information: None given

**Felicity DeBacco-Erni**

Home Address: [REDACTED]  
Home Phone: [REDACTED]  
Cell Phone: [REDACTED]  
Primary Emergency Contact: C. Stephen Erni  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Secondary Emergency Contact: Louise Boehm  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Other Information: [REDACTED]

**Megan Evans**

Home Address: [REDACTED]  
Home Phone: [REDACTED]  
Cell Phone: [REDACTED]  
Primary Emergency Contact: Carol Evans & Dale Evans  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Secondary Emergency Contact: Angie Weitkamp  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Other Information: None given

**George Geisler**

Home Address: [REDACTED]  
Home Phone: [REDACTED]  
Cell Phone: [REDACTED]  
Primary Emergency Contact: Sharon Geisler  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Secondary Emergency Contact: George, Sr. and Christine Geisler  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Other Information: Coyne First Aid, Inc. Basic First Aid Certification  
(Date of Issue 12/3/05 – Date of Expiration 12/2/08)

**Ricky Miller**

Home Address: [REDACTED]  
Home Phone: [REDACTED]  
Cell Phone: [REDACTED]  
Primary Emergency Contact: Jack Miller  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Secondary Emergency Contact: Dennis Miller  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Other Information: None given

**Liane Petras**

Home Address: [REDACTED]  
Home Phone: [REDACTED]  
Cell Phone: [REDACTED]  
Primary Emergency Contact: Doug Petras  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Secondary Emergency Contact: Doris and Richard Schilpp  
Relationship: [REDACTED]  
Phone: [REDACTED] Doris cell: [REDACTED]  
Richard cell: [REDACTED]  
Other Information: None given

**Catherine Tress**

Home Address: [REDACTED]  
Home Phone: [REDACTED]  
Cell Phone: [REDACTED]  
Primary Emergency Contact: Traci Chilleo  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Secondary Emergency Contact: Catherine Chilleo  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Other Information: None given

**Russell Young**

Home Address: [REDACTED]  
Home Phone: [REDACTED]  
Cell Phone: [REDACTED]  
Primary Emergency Contact: Russell Young Jr.  
Relationship: [REDACTED]  
Work Phone: [REDACTED]  
Home Phone: [REDACTED]  
Secondary Emergency Contact: Michelle Klein  
Relationship: [REDACTED]  
Phone: [REDACTED]  
Other Information: CPR and First Aid Certified

**Safety Programs' Staff (in alphabetical order)**

**Mike Marcantino**

Home Address: [REDACTED]  
Phone: [REDACTED]  
Mike Cell Phone: [REDACTED]

**Mike & Cathy Martin**

Home Address: [REDACTED]  
Phone: [REDACTED] Fax: 717 637-9868  
Cathy Cell Phone: [REDACTED]

**B. Notification Procedures**

It is the responsibility of every employee to notify the Executive Director of an impending emergency and or an actual emergency, and to contact the proper key emergency responders from within and outside the building in the absence of the Executive Director. A listing of the key emergency responders is located in the Emergency Supply Kit and on the computer backup system. A copy of this listing may be provided to each employee. Yearly updates will be conducted, although it is the responsibility of every employee to immediately notify the Executive Director of any changes to this information.

**C. Warnings/Protection Systems**

The PA DUI Association building is equipped with an alarm system that notifies pertinent outside key responders, like police and fire departments of a breach in the security of the building. All employees have been trained on the use of the alarm system and the procedures for responding when the system is activated. Testing of the alarm system will be conducted monthly by the Executive Director or a designee.

**D Computers/Computer System**

The PA DUI Association building's third floor is the location of the computer system equipment. During emergency response and if the employees are present on site, each employee is responsible for the removal and safekeeping of their individual computer. Solinkit holds the sole responsibility of the safe keeping of the servers and the computer system, although all employees have been trained on the removal process on the removable hard drives in the servers.

**E. Telephone System**

The PA DUI Association building is equipped with a Avaya telephone system with intercom and voice mail extensions as follows:

Board Room	Ext. 10
Lunch Room	Ext. 11
C. Stephen Erni	Ext. 12
Wendy Whitehaus Cole	Ext. 13
George Geisler	Ext. 14
Liane Petras	Ext. 15
Blair Walborn	Ext. 16
Ricky Miller	Ext. 17
Felicity Erni	Ext. 18
Russell Young	Ext. 19
Megan Evans	Ext. 20
Eileen Lee	Ext. 21

## EMERGENCY SUPPLIES AVAILABLE

In the event of an emergency, Association employees could be confined in the building for several hours, overnight, or perhaps for several days. To be prepared for such events, the Association has provided the following supplies. These supplies are recommended for the workplace by the American Red Cross. In the building, these supplies are appropriately held in plastic containers and are located in the storage area attached to the kitchen and on the second floor in the closet nearest the bathroom. These supplies will be inspected and re-supplied, if necessary, every six months.

- List of local emergency response organizations and telephone numbers
- List of employees and employee contact information
- Flashlight with extra batteries
- (1) Battery-powered radio
- Map of the area
- Enough non-perishable food to sustain one person for at least one day (three meals)
- One gallon of water stored in a plastic container for one person for at least one day
- Non-prescription medications such as aspirin and non-aspirin pain relievers, anti-diarrhea tablets or liquids, antacid tablets or liquids, syrup of ipecac, and activated charcoal
- Tools and Supplies
  - Emergency "space" blanket (mylar)
  - Paper plates and cups, plastic utensils
  - Non-electric can-opener
  - Personal hygiene items including toothbrushes, combs, brushes, soap, contact lens supplies, feminine supplies, toilet paper
  - Plastic garbage bags, ties
  - Plastic sheeting
  - "Shut-off" wrench
  - Whistle or air horn
  - Signal flare
  - Matches in waterproof container
  - Needles/thread
  - Aluminum foil
  - Plastic bucket with lid
  - Disinfectant
  - Household chlorine bleach



## First Aid Supplies

- Adhesive bandages, various sizes
- 5" X 9" sterile dressing
- Conforming roller gauze bandages
- Triangular bandages
- 3x3 sterile gauze pads
- 4x4 sterile gauze pads
- Rolls 3" cohesive bandage
- Germicidal hand wipes or waterless alcohol-based hand sanitizer
- Antiseptic wipes
- Medical grade non-latex gloves
- Adhesive tape, 2" width
- Anti-bacterial ointment
- Cold Packs
- Scissors
- Tweezers
- CPR breathing barriers/face shields

## SAFETY EQUIPMENT AVAILABLE

### A. Smoke Detectors

Hard-wired smoke detectors with battery backups are installed throughout the building. When smoke is detected, these devices will emanate a warning sound and employees may need to evacuate/escape the building. These smoke detectors will be inspected and checked every six months, and replaced as required.

### B. Portable Fire Extinguishers

In the event of certain disasters or emergencies where fire is a concern, Association employees may need to locate and use the Portable Fire Extinguishers. Portable fire extinguishers have been placed throughout the building. These fire extinguishers will be inspected and checked every six months, and replaced as required.

Reflective signage indicates the location of each fire extinguisher. A copy of a map of the placement of the portable fire extinguishers throughout the building has been provided to each employee. A map is also included in the Emergency Supplies Kit. Instruction and instructional materials regarding the use of these fire extinguishers is provided.

### C. Emergency/Portable Lighting

Although the building is not equipped with emergency lighting, a gas generator, stored in the garage, is available for emergency use. Flashlights and extra batteries are provided to each employee to retain at their individual desk or work areas. Additional flashlights and extra batteries are included in the Emergency Supplies Kit.

## OFFICE EQUIPMENT & FILES

Although emergencies vary in onset, duration and aftermath, it may be necessary to remove, retrieve or replace valuable office equipment and files to conduct the business of the PA DUI Association. Each year an inventory of office equipment and files will be conducted and this plan will be updated. Upon direction by the Executive Director, Staff may be instructed prior to, during or after an emergency to move or remove the office equipment and files for safekeeping or to utilize to conduct and continue business operations.

The following list is the current inventory of office equipment:

### I. General First Floor Office Area

Item	Description	Serial Number
Fax Machine	Brother MFC 9600	U56483L9J223743
Copier	Savin 9925DP	6A981100503
Router	Comcast	
Smart URS Security Monitor	Accurate	685036181116
Switcher	Pelco	
TV/VCR	Symphonic	V14613154
Laminator	GBC	LKM6977
Combinder	Wilsna Jones CB345	04040043237
Autofolder	Martin Yale	107417
2 CPU for Website		
1 Monitor for Website		
1 Keyboard for Website		
Printer/Copier	Konica 8020	Executive Image Service Contract
Printer/Copier (2 <sup>nd</sup> Floor)	Konica 7045	Executive Image Service Contract
2 Avaya Telephones		
Projector (PAUD)	Sharp Notevision 6	90317252
Projector	Dell 2200 MP	TW-OC2727-70641-480-2417
Digital Camera	Nikon CoolPix 990	3054242
Digital Camera	Olympus C-5500 Zoom	728243589
Software	Olympus C-5500 Zoom	
Video-cam	Pentax Optiomx 4	8716351
Battery Charger	Energizer, Class 2	CHM411-5202
Picture Maker	Epson B271A	FURE393813*

### II. Employee Work Space Areas

#### First Floor

#### C. Stephen Erni, Office#1 A

##### Equipment

Item	Description	Serial Number
Avaya Telephone		
Computer Monitor	Gateway	
Computer Keyboard	Gateway	
CPU	Dell	CN-OVC 283-70821-57A-4218
Printer	HP LaserJet 1300	
Interlogix	GE Store Safe	
Interlogix	GE Monitor	

Files of Importance

Description	Location
-------------	----------

All files in Desk and on Window Sill and Bookcase

**Wendy Whitehaus Cole, Office #1 B**

Equipment

Item	Description	Serial Number
Telephone	Avaya Model 108236712	01SP30004712
Computer Monitor	Starlogic M19BNK	M9B49CKV004123
Computer Keyboard	Gateway RT3602	82412666
CPU-	Gateway E85-10864	002G26217
Printer	HP2200d	JPGGF3373
Surge Protector		

Files of Importance

Description	Location	Contents
Red File Folder	Desk Top	Garden Brick Orders
Manila File Folder	Desk Top	Domain Names
Manila File Folder	Desk Top	Server Info
File Folder	Left Top Desk Drawer	AM Hotel Contacts
File Folder	Left Top Desk Drawer	Association/Membership Info
File Folder	Left Top Desk Drawer	Personnel Time Sheets
File Folder	Left Top Desk Drawer	Contract Monthly Reports
File Folder	Left Top Desk Drawer	Contract Quarterly Reports
File Folder	Left Lower Desk Drawer	Comcast Cable
Disks	Credenza	Varied

**George Geisler, Office #1 C**

Equipment

Item	Description	Serial Number
Avaya Telephone		
Laptop Computer		
Monitor	Gateway	
Printer	HP 1300 LaserJet	

Files of Importance

Description	Location	Contents
File Folder	Upper Right Desk Drawer	Varied
File Folder	Desktop	Varied

**Liane Petras, Office #1 D**

Equipment

Item	Description	Serial Number
Laptop Computer	Dell PP02X	00045-477-335-142
Docking Station	Dell PP01X	
Printer	Minolta QMS MC3100-1	9190103026
Avaya Telephone		
Surge Protector		

Files of Importance

<u>Description</u>	<u>Location</u>	<u>Contents</u>
File Folder	Long Vertical File	Certifications/Recert.
File Folder	Tall Vertical File	Billings
File Folder	Bottom Right Desk Drawer	Workshops
File Folder	Bottom Vertical File	Completed Workshop
File Folder	3 <sup>rd</sup> Drawer-Vertical	Manuals
File Folder	3 <sup>rd</sup> Drawer-Vertical	Service Contracts
Article	Bottom Left Desk Drawer	Notary Stamps

**Second Floor**

**Megan Evans, Office #2A**

Equipment

<u>Item</u>	<u>Description</u>	<u>Serial Number</u>
Avaya Telephone		
Laptop Computer	Dell	
Printer	Brother Laser HL1440	U60066A21527183
Safe	American Security	
Calculator	Sharp	

Files of Importance

<u>Description</u>	<u>Location</u>	<u>Contents</u>
Paper	Metal Cabinet	Laser Checks
Paper	Lateral File	Paychex Reports
Paper	Lateral File	Quarterly PR Returns
Paper	Lateral File	Deposit Documentation
Paper	Lateral File	Paid Invoices
Paper	Lateral File	Form 990's
Paper	Lateral File	Annual Audits
Paper	Safe	Vehicle Titles
Paper	Lateral File	PENNDOT Invoices
Computer File	Laptop	Peachtree Files
CD	Metal File	Peachtree Software

**Office #2 B**

Equipment

<u>Item</u>	<u>Description</u>	<u>Serial Number</u>
-------------	--------------------	----------------------

Files of Importance

<u>Description</u>	<u>Location</u>	<u>Contents</u>
--------------------	-----------------	-----------------

**Ricky Miller, Office #2 C**

<u>Item</u>	<u>Description</u>	<u>Serial Number</u>
Avaya Telephone		
Laptop Computer	Gateway 9550	BDD12010115
Printer	Brother Laser HL1440	U60066A2J527209

Files of Importance

<u>Description</u>	<u>Location</u>	<u>Content</u>
All Binders	Shelving Unit	Vendor Reports
Binder	Bottom Wood Cabinet	2005 Background Checks
Binder	File Cabinet	2004 Background Checks

**Blair Walborn, Office #2 D**

## Equipment

<u>Item</u>	<u>Description</u>	<u>Serial Number</u>
Avaya Telephone		
Laptop Computer	Gateway 9550	BDF12040707
Printer	Brother Laser HL5140	U60964J4J554519

## Files of Importance

<u>Description</u>	<u>Location</u>	<u>Content</u>
Binder	Desktop	Tamper Log
Binder	Desktop	Reduced Air Log
Binder	Desktop	Contract
Binder	Shelf Unit by Desk	Golf Info
Binder	Shelf Unit by Desk	Run Info

**Russell Young, Office #2 E**

## Equipment

<u>Item</u>	<u>Description</u>	<u>Serial Number</u>
Avaya Telephone		
Laptop Computer	Gateway	BDF12040708
Printer	Brother Laser HL1440	U60066B2J588848

## Files of Importance

<u>Description</u>	<u>Location</u>	<u>Content</u>
Binders	Desktop	Survey Info

**Felicity Erni, Office #2F1**

## Equipment

<u>Item</u>	<u>Description</u>	<u>Serial Number</u>
Avaya Telephone		
Laptop Computer		
Printer	HP PhotoSmart P1000	IEEE-1280XB

## Files of Importance

<u>Description</u>	<u>Location</u>	<u>Contents</u>
Paper	Desk	OJJDP Contract/Info
Paper	Desk	PCCD Contract/Info
Paper	Desk	RWJ Contract/Info

Additional Desk

Avaya Telephone		
Laptop Computer	Gateway 600YG2	0029750352
Printer	HP LaserJet 1300	CNBJFO1787
Scanner	HP ScanJet 3970	CN390T3002

## Files of Importance

<u>Description</u>	<u>Location</u>	<u>Content</u>
All Binders/ File Folders	Desktop	Varied

**Western Office: Cathy Tress**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>Serial Number</u>
Laptop Computer	Dell	
External Floppy Drive	Dell	PIN#7T761AOL
Digital Camera	Sony Model DSC-WS	556335
Wireless Router/Firewall	Net Gear Model WGT624	WT64152FB022165
USB Quick Drive	Model QD1-211	No serial given

**TRAINING SERVICES ITQ  
CONTRACT 4400008567**

**REQUEST FOR QUOTATIONS FOR  
TECHINICAL SUPPORT FOR THE PENNSYLVANIA IMPAIRED DRIVING  
HIGHWAY SAFETY PROGRAM**

**ISSUING OFFICE**

**PENNSYLVANIA DEPARTMENT OF TRANSPORTATION  
BUSINESS LEADERSHIP AND ADMINISTRATIVE SERVICES OFFICE  
COMMONWEALTH KEYSTONE BUILDING  
400 NORTH STREET, 7<sup>th</sup> FLOOR  
HARRISBURG, PENNSYLVANIA 17120**

**RFQ NUMBER**

**6100037833**

**DATE OF ISSUANCE**

**JUNE 2, 2016**

**This is a restricted solicitation under the Commonwealth's Training Services, Invitation to Qualify (ITQ), - Contract #4400008567. Only those contractors qualified in the following service category(s) under Contract #4400008567 may submit a proposal in response to this RFQ.**

- **Personnel - Specialized Professional Skills Development Training**

**For more information about the Training Services ITQ, please click on the following link.**  
[http://www.portal.state.pa.us/portal/server.pt/community/invitation\\_to\\_qualify/4641/wher\\_to\\_station/495422](http://www.portal.state.pa.us/portal/server.pt/community/invitation_to_qualify/4641/wher_to_station/495422)

**REQUEST FOR QUOTATIONS**  
**FOR**  
**TECHINICAL SUPPORT FOR THE PENNSYLVANIA IMPAIRED DRIVING**  
**HIGHWAY SAFETY PROGRAM**

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<b>APPENDIX E</b>	<b>TRADE SECRET/CONFIDENTIAL PROPRIETARY INFORMATION NOTICE</b>



## CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit Questions via email to: <a href="mailto:kgotshall@pa.gov">kgotshall@pa.gov</a>	Contractors	Thursday, June 9, 2016
Answers to Potential Contractor questions posted to the DGS website ( <a href="http://www.emarketplace.state.pa.us/">http://www.emarketplace.state.pa.us/</a> ) no later than this date.	Issuing Office	Thursday, June 16, 2016
Please monitor the DGS website for all communications regarding the RFQ.	Contractors	On-going
<p>Sealed proposal must be received by the Issuing Office at:</p> <p><b>Pennsylvania Department of Transportation Business Leadership and Administrative Services Office ATTN: Kate Gotshall, Issuing Officer 400 North Street, 7th Floor Harrisburg, PA 17120</b></p> <p>Proposals must be time and date stamped by the facility receiving the proposals. Proposals may only be hand-delivered between 6:00 a.m. and 2:45 p.m., Monday through Friday, excluding Commonwealth holidays.</p>	Contractors	Thursday, June 30, 2016 at 12:00 PM

## **PART I**

### **GENERAL INFORMATION**

#### **I-1. Purpose**

This Request for Quotes ("RFQ") provides sufficient information to qualified Contractors to enable them to prepare and submit proposals for the Pennsylvania Department of Transportation ("PennDOT"), Bureau of Maintenance and Operation's consideration on behalf of the Commonwealth of Pennsylvania ("Commonwealth") to satisfy a need for Technical Support for the Pennsylvania Impaired Driving Highway Safety Program ("Project").

#### **I-2. Issuing Office**

The Pennsylvania Department of Transportation, Bureau of Maintenance and Operation ("Issuing Office") has issued this RFQ on behalf of the Commonwealth. The sole point of contact in the Commonwealth for this RFQ shall be Katalin Gotshall, Issuing Officer, 400 North Street, 7<sup>th</sup> Floor, Harrisburg, PA 17120, [kgotshall@pa.gov](mailto:kgotshall@pa.gov) the Issuing Officer for this RFQ. Please refer all inquiries to the Issuing Officer.

#### **I-3. Scope**

This RFQ contains instructions governing the requested proposals, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Contractors must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFQ.

#### **I-4. Problem Statement**

The objective of this project is to select a Contractor to continue and enhance PennDOT's Driving Under the Influence (DUI) instructor certification and recertification training services. The selected Contractor will be required to provide administrative support for technical assistance, training sessions, workshops and meetings. Additional detail is provided in **Part IV** of this RFQ.

#### **I-5. Questions and Answers**

If a Contractor has any questions regarding this RFQ, the Contractor must submit the questions by email (with the subject line "Training Services ITQ RFQ 6100032365 Question") to the Issuing Officer. If the Contractor has questions, they must be submitted via email no later than the date and time specified in the Calendar of Events. The Contractor shall not attempt to contact the Issuing Officer by any other means. The Issuing Officer shall post the answers to the DGS website.

A Contractor who submits a question *after* the deadline date for receipt of questions indicated on the Calendar of Events assumes the risk that its proposal will not be responsive or competitive because the Commonwealth is not able to respond before the proposal receipt date or in sufficient time for the Contractor to prepare a responsive or competitive proposal. When submitted after the deadline date for receipt of questions indicated on the Calendar of Events, the Issuing Officer *may* respond to questions of an administrative nature by directing the questioning Contractor to specific provisions in the RFQ. To the extent that the Issuing Office decides to respond to a non-administrative question *after* the deadline date for receipt of questions indicated on the Calendar of Events, the answer will be provided to all Contractors through an addendum.

All questions and responses as posted on the DGS website are considered as an addendum to, and part of, this RFQ. Each Contractor shall be responsible to monitor the DGS website for new or revised RFQ information. The Issuing Office shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFQ or formally issued as an addendum by the Issuing Office.

#### **I-6. Addenda to RFQ**

If the Issuing Office deems it necessary to revise any part of this RFQ before the proposal response date, the Issuing Office will post an addendum to the DGS website. Answers to the questions asked during the Questions & Answers period also will be posted to the DGS website as an addendum to the RFQ.

#### **I-7. Electronic Version of RFQ**

This RFQ is being made available by electronic means. The Contractor acknowledges and accepts full responsibility to insure that no changes are made to the RFQ. In the event of a conflict between a version of the RFQ in the Contractor's possession and the Issuing Office's version of the RFQ, the Issuing Office's version shall govern.

#### **I-8. Response Date**

To be considered, proposals must arrive at the Issuing Office on or before the time and date specified in the RFQ Calendar of Events. Contractors who mail proposals should allow sufficient mail delivery time to ensure timely receipt of their proposals. If, due to inclement weather, natural disaster, or any other cause, the Issuing Office location to which proposals are to be returned is closed on the proposal response date, the deadline for submission shall be automatically extended until the next Commonwealth business day on which the office is open, unless the Contractors are otherwise notified by the Commonwealth. The time for submission of proposals shall remain the same. Late proposals shall not be considered.

#### **I-9. Incurring Costs**

The Issuing Office is not liable for any costs the Contractor incurs in preparation and submission of its proposal, in participating in the RFQ process or in anticipation of receipt of the purchase order.

#### **I-10. Economy Of Preparation**

Contractors should prepare proposals simply and economically, providing a straightforward, concise description of the Contractor's ability to meet the requirements of the RFQ. The proposal should not be more than 50 pages. This excludes the table of contents, dividers, and appendices. Resumes should be limited to two (2) pages for each individual resume.

#### **I-11. Small Diverse Business Information.**

The Issuing Office encourages participation by small diverse businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use small diverse businesses as subcontractors and suppliers.

A Small Diverse Business is a DGS-verified minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business.

A small business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than \$7 million in gross annual revenues for building design, \$20 million in gross annual revenues for sales and services and \$25 million in gross annual revenues for those businesses in the information technology sales or service business.

Questions regarding this Program can be directed to:

Department of General Services  
Bureau of Small Business Opportunities  
Room 611, North Office Building  
Harrisburg, PA 17125  
Phone: (717) 783-3119  
Fax: (717) 787-7052  
Email: [gs-bsbo@pa.gov](mailto:gs-bsbo@pa.gov)  
Website: [www.dgs.state.pa.us](http://www.dgs.state.pa.us)

The Department's directory of BSBO-verified minority, women, veteran and service disabled veteran-owned businesses can be accessed from: [Searching for Small Diverse Businesses](#).

### **I-12. Proposals**

To be considered, Contractors must submit a complete proposal to this RFQ, using the format provided in Part II, providing **seven (7) paper copies of the Technical Submittal and two (2) paper copies of the Cost Submittal and two (2) paper copies of the Small Diverse Business Submittal**. In addition to the paper copies of the proposal, Contractors shall submit **two (2) complete and exact copies of the entire proposal** (Technical, Cost and Small Diverse Business Submittals, along with all requested documents) on CDs or Flash drives in Microsoft Office or Microsoft Office-compatible format. The electronic copies must be a mirror image of the paper copies and any spreadsheets must be in Microsoft Excel. The Contractors may not lock or protect any cells or tabs. Contractors should ensure that there is no costing information in the technical submittal. Contractors should not reiterate technical information in the cost submittal. The CDs or Flash drives should clearly identify the Contractor and include the name and version number of the virus scanning software that was used to scan the CDs or Flash drives before it was submitted. The Contractor shall make no other distribution of its proposal to any other Contractor or Commonwealth official or Commonwealth consultant. Each proposal page should be numbered for ease of reference. An official authorized to bind the Contractor to its provisions must sign the proposal. If the official signs the Proposal Cover Sheet (**Appendix A** to this RFQ) and the Proposal Cover Sheet is attached to the Contractor's proposal, the requirement will be met. For this RFQ, the proposal must remain valid for one hundred and twenty (120) days or until a purchase order is executed. If the Issuing Office selects the Contractor's proposal as the best value, the contents of the selected Contractor's proposal will become, except to the extent the contents are changed through Best and Final Offers or negotiations, contractual obligations.

Each Contractor submitting a proposal specifically waives any right to withdraw or modify it, except that the Contractor may withdraw its proposal by written notice received at the Issuing Office's address for proposal delivery prior to the exact hour and date specified for proposal receipt. A Contractor or its authorized representative may withdraw its proposal in person prior to the exact hour and date set for proposal receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the proposal. A Contractor may modify its submitted proposal prior to the exact hour and date set for proposal receipt only by submitting a new sealed proposal or sealed modification which complies with the RFQ requirements.

### **I-13. Alternate Proposals.**

The Issuing Office has identified the basic approach to meeting its requirements, allowing Contractors to be creative and propose their best solution to meeting these requirements. The Issuing Office will not accept alternate proposals.

### **I-14. Proposal Contents**

- a.  **Confidential Information.** The Commonwealth is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of Contractors' submissions in order to evaluate proposals submitted in response to this RFQ. Accordingly, except as provided herein, Contractors should not label proposal submissions as confidential or proprietary or trade secret protected. Any Contractor who determines that it must divulge such information as part of its proposal must submit the signed written statement described in subsection c. below and must additionally provide a redacted version of its proposal, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.
- b.  **Commonwealth Use.** All material submitted with the proposal shall be considered the property of the Commonwealth of Pennsylvania and may be returned only at the Issuing Office's option. The Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any proposal regardless of whether the proposal becomes part of a contract. Notwithstanding any Contractor copyright designations contained on proposals, the Commonwealth shall have the right to make copies and distribute proposals internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.
- c.  **Public Disclosure.** After the issuance of a purchase order pursuant to this RFQ, all proposal submissions are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq. If a proposal submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests (*See Appendix E, Trade Secret/Confidential Proprietary Information Notice*). Financial capability information submitted in response to Part II, Section II-8 of this RFQ is exempt from public records disclosure under 65 P.S. § 67.708(b)(26).

### **I-15. Contractor's Representations and Authorizations**

By submitting its proposal, each Contractor understands, represents, and acknowledges that:

- a.  All of the Contractor's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in making a best value selection. The Commonwealth shall treat any misstatement, omission or misrepresentation as fraudulent concealment of the true facts relating to the proposal submission, punishable pursuant to 18 Pa. C.S. § 4904.
- b.  The Contractor has arrived at the price(s) and amounts in its proposal independently and without consultation, communication, or agreement with any other Contractor or potential Contractor.
- c.  The Contractor has not disclosed the price(s), the amount of the proposal, nor the approximate price(s) or amount(s) of its proposal to any other firm or person who is a Contractor or potential Contractor for this RFQ, and the Contractor shall not disclose any of these items on or before the proposal submission deadline specified in the Calendar of Events of this RFQ.
- d.  The Contractor has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- e.  The Contractor makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- f.  To the best knowledge of the person signing the proposal for the Contractor, the Contractor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Contractor has disclosed in its proposal.
- g.  To the best of the knowledge of the person signing the proposal for the Contractor and except as the Contractor has otherwise disclosed in its proposal, the Contractor has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Contractor that is owed to the Commonwealth.
- h.  The Contractor is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Contractor cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.

- i.  The Contractor has not made, under separate contract with the Issuing Office, any recommendations to the Issuing Office concerning the need for the services described in its proposal or the specifications for the services described in the proposal.
- j.  Each Contractor, by submitting its proposal, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Contractor's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
- k.  Until the selected Contractor receives a fully executed purchase order from the Issuing Office, there is no legal and valid contract, in law or in equity, and the Contractor shall not begin to perform work, for the Project.

#### **I-16. Restriction Of Contact**

From the issue date of this RFQ until the Issuing Office selects a proposal as the best value, the Issuing Officer is the sole point of contact concerning this RFQ. Any violation of this condition may be cause for the Issuing Office to reject the offending Contractor's proposal. If the Issuing Office later discovers that the Contractor has engaged in any violations of this condition, the Issuing Office may reject the offending Contractor's proposal or rescind its purchase order. Contractors must agree not to distribute any part of their proposals beyond the Issuing Office. A Contractor who shares information contained in its proposal with other Commonwealth personnel and/or competing Contractor personnel may be disqualified.

#### **I-17. Prime Contractor Responsibilities**

The selected Contractor will be required to assume responsibility for all services offered in the proposal whether it produces them itself or by subcontract. The Issuing Office and Project Manager will consider the selected Contractor to be the sole point of contact with regard to contractual and purchase order matters.

#### **I-18. Resources**

Contractors shall provide all services, supplies, facilities, and other support necessary to complete the identified work, except as otherwise provided in this Section I-19. PennDOT will provide:

- A Project Manager for overall project supervision
- Issuing certificates
- Standardized course materials
- List of approved instructors

#### **I-19. Rejection Of Proposals**

The Issuing Office reserves the right, in its sole and complete discretion, to reject any proposal received in response to this RFQ, or to negotiate separately with competing Contractors.

#### **I-20. Discussions for Clarification**

Contractors may be required to make an oral or written clarification of their proposals to the Issuing Office to ensure thorough mutual understanding and contractor responsiveness to the RFQ requirements. The Issuing Office will initiate requests for clarification.

#### **I-21. Best and Final Offer (BAFO)**

- a.  While not required, the Issuing Office reserves the right to conduct discussions with Contractors for the purpose of obtaining “Best and Final Offers.” To obtain Best and Final Offers from Contractors, the Issuing Office may do one or more of the following, in combination and in any order:
1.  Schedule oral presentations;
  2.  Request revised proposals;
  3.  Conduct a reverse online auction; and
  4.  Enter into pre-selection negotiations.
- b.  The following Contractors will **not** be invited by the Issuing Office to submit a Best and Final Offer:
1.  Those Contractors which the Issuing Office has determined to be not responsible or whose proposals the Issuing Office has determined to be not responsive.
  2.  Those Contractors, which the Issuing Office has determined in accordance with **Part III, Section III-4**, from the submitted and gathered financial and other information, do not possess the financial capability, experience or qualifications to assure good faith performance of the Project.
  3.  Those Contractors whose score for their technical submittal of the proposal is less than 70% of the total amount of technical points allotted to the technical criterion.

The Issuing Office may further limit participation in the Best and Final Offers process to those remaining responsible Contractors which the Issuing Office has, within its discretion, determined to be within the top competitive range of responsive proposals.

- c.  Evaluation Criteria found in **Part III, Section III-3**, shall also be used to evaluate the Best and Final Offers.
- d.  Price reductions offered through any reverse online auction shall have no effect upon the Contractor’s Technical Submittal. Dollar commitments to Small Diverse Businesses can be reduced only in the same percentage as the percent reduction in the total price offered through any reverse online auction or negotiations.

#### **I-22. Notification of Selection**

The Issuing Office will notify the selected Contractor in writing of its selection as the best value contractor after the Issuing Office has determined, taking into consideration all of the evaluation factors, the proposal that is the most advantageous to the Issuing Office.

#### **I-23. Purchase Order**



The successful Contractor will be issued a purchase order with reference to Training Services ITQ Contract 4400008567. The term of the purchase order will commence on the Effective Date and will end in 24 months. The purchase order can be renewed for an additional 36 months, in one step or incrementally, by written notice from the Department to the selected contractor. No work may begin or be reimbursed prior to the date of issuance of the purchase order. The selected Contractor will be paid after submitting invoices, provided it is in accordance with the work plan and approved by the Commonwealth Project Manager. Final payment will not be made until all Project work has been successfully completed.

**I-24. Debriefing Conferences**

Contractors whose proposals are not selected will be notified of the name of the selected contractor and given the opportunity to be debriefed. The Issuing Office will schedule the time and location of the debriefing. The debriefing will not compare the contractor with other contractors, other than the position of the Contractor's proposal in relation to all other contractor proposals.

**I-25. News Releases**

Contractors shall not issue news releases, internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.

**I-26. Terms and Conditions**

The requirements and terms and conditions of Training Services ITQ #4400008567 shall govern all work conducted as a result of this RFQ.

## **PART II**

### **PROPOSAL REQUIREMENTS**

#### **II-1. General Requirements**

Contractors must submit their proposals in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFQ. Contractors should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the Proposal. All cost data relating to this proposal and all Small Diverse Business cost data should be kept separate from and not included in the Technical Submittal. Each Proposal shall consist of the following **three** separately sealed submittals:

- a.  Technical Submittal, which shall be a response to RFQ **Part II, Sections II-1 through II-8;**
- b.  Small Diverse Business Submittal, in response to RFQ **Part II, Section II-10;** and
- c.  Cost Submittal, in response to RFQ **Part II, Section II-11.**

The Issuing Office reserves the right to request additional information which, in the Issuing Office's opinion, is necessary to assure that the Contractor's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFQ.

The Issuing Office may make investigations as deemed necessary to determine the ability of the Contractor to perform the Project, and the Contractor shall furnish to the Issuing Office all requested information and data. The Issuing Office reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the Issuing Office that such Contractor is properly qualified to carry out the obligations of the RFQ and to complete the Project as specified.

#### **II-2. Statement of the Problem**

State in succinct terms your understanding of the problem presented or the service required by this RFQ.

#### **II-3. Management Summary**

Include a narrative description of the proposed effort and a list of the items to be delivered or services to be provided.

#### **II-4. Work Plan**

Describe in narrative form your technical plan for accomplishing the work. Use the task descriptions in **Part IV** of this RFQ as your reference point. Modifications of the task descriptions are permitted; however, reasons for changes should be fully explained. Indicate the number of person hours allocated to each task. Include a Program Evaluation and Review Technique (PERT) or similar type display, time related, showing each event. If more than one approach is apparent, comment on why you chose this approach.

## **II-5. Prior Experience**

Include experience in developing, conducting, and implementing workshop training and evaluation services. Specific safety project experience should be included as well as any impaired driving safety experience, and liaison experience with law enforcement entities and County District Attorney offices. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Studies or projects referred to must be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

## **II-6. Personnel**

Include the number of executive and professional personnel, analysts, auditors, researchers, programmers, consultants, etc., who will be engaged in the work. Show where these personnel will be physically located during the time they are engaged in the Project. For key personnel (Project Manager, Training Coordinator, Liaisons, and Administrative Support personnel), include the employee's name and, through a resume or similar document, the employee's education and experience in impairing driving safety, acting as a liaison with law enforcement entities and County District Attorney offices, developing, conducting, implementing workshop training, and the evaluation of courses. Indicate the responsibilities each individual will have in this Project and how long each has been with your company. Identify by name any subcontractors you intend to use and the services they will perform.

Resumes are not to include personal information that will, or will be likely to, require redaction prior to release of the proposal under the Right to Know Law. This includes home addresses and phone numbers, Social Security Numbers, Drivers' License numbers or numbers from state ID cards issued in lieu of a Drivers' License, financial account numbers, etc. If the Commonwealth requires any of this information for security verification or other purposes, the information will be requested separately and as necessary.

## **II-7. Training**

If appropriate, indicate recommended training of agency personnel. Include the agency personnel to be trained, the number to be trained, duration of the program, place of training, curricula, training materials to be used, number and frequency of sessions, and number and level of instructors.

## **II-8. Financial Capability**

Describe your company's financial stability and economic capability to perform the Project requirements. Provide your company's financial statements (audited, if available) for the past three fiscal years. Financial statements must include the company's Balance Sheet and Income Statement or Profit/Loss Statements. Also include a Dun & Bradstreet comprehensive report, if available. If your company is a publicly traded company, please provide a link to your financial records on your company website in lieu of providing hardcopies. The Commonwealth reserves the right to request additional information it deems necessary to evaluate a Contractor's financial capability.

## **II-9. Emergency Preparedness.**

To support continuity of operations during an emergency, including a pandemic, the Commonwealth needs a strategy for maintaining operations for an extended period of time. One part of this strategy is to ensure that essential contracts that provide critical business services to the Commonwealth have planned for such an emergency and put contingencies in place to provide needed goods and services.

- a.  Describe how you anticipate such a crisis will impact your operations.
- b.  Describe your emergency response continuity of operations plan. Please attach a copy of your plan, or at a minimum, summarize how your plan addresses the following aspects of pandemic preparedness:
  - i)  Employee training (describe your organization's training plan, and how frequently your plan will be shared with employees)
  - ii)  Identified essential business functions and key employees (within your organization) necessary to carry them out
  - iii)  Contingency plans for:
    - How your organization will handle staffing issues when a portion of key employees are incapacitated due to illness.
    - How employees in your organization will carry out the essential functions if contagion control measures prevent them from coming to the primary workplace.
  - iv)  How your organization will communicate with staff and suppliers when primary communications systems are overloaded or otherwise fail, including key contacts, chain of communications (including suppliers), etc.
  - v)  How and when your emergency plan will be tested, and if the plan will be tested by a third-party.

## **II-10. Small Diverse Business Submittal**

- A.  To receive credit for being a Small Diverse Business or for subcontracting with a Small Diverse Business (including purchasing supplies and/or services through a purchase agreement), a Contractor must include proof of Small Diverse Business qualification in the Small Diverse Business Submittal of the proposal, as indicated below:

A Small Diverse Business verified by BSBO as a Small Diverse Business must provide a photocopy of their verification letter.

- B.  In addition to the above verification letter, the Contractor must include in the Small Diverse Business participation Submittal of the proposal the following information:
  - 1)  All Contractors, must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be performed by the Contractor and not by subcontractors and suppliers.

- 2)  **All** Contractors must include a numerical percentage which represents the total percentage of the total cost in the Cost Submittal that the Contractor commits to paying to Small Diverse Businesses as subcontractors. To support its total percentage SDB subcontractor commitment, Contractor must also include:
- a)  The percentage and the dollar amount of each subcontract commitment to a Small Diverse Business.
  - b)  The name of each Small Diverse Business. The Contractor will not receive credit for stating that after the purchase order is issued it will find a Small Diverse Business.
  - c)  The services or supplies each Small Diverse Business will provide, including the timeframe for providing the services or supplies.
  - d)  The location where each Small Diverse Business will perform services.
  - e)  The timeframe for each Small Diverse Business to provide or deliver the goods or services.
  - f)  A subcontract or letter of intent signed by the Contractor and the Small Diverse Business (SDB) for each SDB identified in the SDB Submittal. The subcontract or letter of intent must identify the specific work, goods or services the SDB will perform, how the work, goods or services relates to the project, and the specific timeframe during the term of the contract and any option/renewal periods when the work, goods or services will be performed or provided. In addition, the subcontract or letter of intent must identify the fixed percentage commitment and associated estimated dollar value that each SDB will receive based on the total value of the initial term of the contract as provided in the Contractor's Cost Submittal. Attached is a letter of intent template which may be used to satisfy these requirements.
  - g)  The name, address and telephone number of the primary contact person for each Small Diverse Business.
- 3)  The total percentages and each subcontractor commitment will become contractual obligations once the Purchase Order is issued.
- 4)  The name and telephone number of the Contractor's project (contact) person for the Small Diverse Business information.

- C.  The Contractor is required to submit two (2) copies of its Small Business participation Business Submittal. The submittal shall be clearly identified as Small Diverse Business information and sealed in its own envelope, separate from the remainder of the proposal.
- D.  A Small Diverse Business can be included as a subcontractor with as many prime contractors as it chooses in separate proposals.
- E.  A Contractor that qualifies as a Small Diverse Business and submits a proposal as a prime contractor is not prohibited from being included as a subcontractor in separate proposals submitted by other Contractors.

## **II-11. Cost Submittal**

The information requested in this Section II-11 and **Appendix C Cost Submittal Template** shall constitute the Cost Submittal. **The Cost Submittal shall be placed in a separate sealed envelope within the sealed proposal, separated from the technical submittal.** The total cost you are proposing must be broken down into the components listed on **Appendix C**. Contractors should **not** include any assumptions in their cost submittals. If the Contractor includes assumptions in its cost submittal, the Issuing Office may reject the proposal. Contractors should direct in writing to the Issuing Office pursuant to **Part I, Section I-6** of this RFQ, any questions about whether a cost or other component is included or applies. All Contractors will then have the benefit of the Issuing Office's written answer so that all proposals are submitted on the same basis.

The Contractor shall complete and submit with its proposal the Cost Submittal Template attached to the RFQ as **Appendix C**. Payment for the work associated with this proposal will be made to the selected Contractor in a lump sum payment upon receipt and acceptance by PennDOT of the deliverable as quoted on the Cost Submittal Template, **Appendix C**. Upon completion of each task, the selected Contractor must submit a [Confirmation of Service, OS-501](#), which will confirm that the services have been received and are acceptable to PennDOT. An invoice must then be sent to the Bill To Address on the Purchase Order.

Please note that PennDOT will not pay for meals served to training event attendees separately. If the selected Contractor would like to include a meal during training events, these expenses must be incorporated in the cost proposal under the appropriate line item.

**The selected Contractor will only be reimbursed for work approved and accepted by PennDOT and only after a purchase order has been approved by all necessary Commonwealth signatories during the contract period. The selected Contractor should not perform any work until a fully executed purchase order is in place.**

## **II-12. Domestic Workforce Utilization**

Contractors must complete and sign the Domestic Workforce Utilization Certification attached to and made a part of this RFQ as **Appendix B**. Contractors who seek consideration for the Domestic Workforce Utilization Certification criterion must complete, sign and submit the Domestic Workforce Utilization Certification Form in the same sealed envelope with the Technical Submittal.

## PART III

### CRITERIA FOR SELECTION

**III-1. Mandatory Responsiveness Requirements.** To be eligible for selection, a proposal must be:

- A.  Timely received from an Contractor;
- B.  Properly signed by the Contractor.

**III-2. Technical Nonconforming Proposals.** The two (2) Mandatory Responsiveness Requirements set forth in **Section III-1** above (A-B) are the only RFQ requirements that the Commonwealth will consider to be *non-waivable*. The Issuing Office reserves the right, in its sole discretion, to (1) waive any other technical or immaterial nonconformities in an Contractor's proposal, (2) allow the Contractor to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Contractor's proposal.

**III-3. Evaluation.** The Issuing Office has selected a committee of qualified personnel to review and evaluate timely submitted proposals. Independent of the committee, BSBO will evaluate the Small Diverse Business participation submittal and provide the Issuing Office with a rating for this component of each proposal. The Issuing Office will notify in writing the responsible Contractor whose proposal is determined to offer the best value to the Commonwealth as determined by the Issuing Office after taking into consideration all of the evaluation factors.

**III-4. Evaluation Criteria.** The following criteria will be used in evaluating each proposal:

- A.  **Technical:** The Issuing Office has established the weight for the Technical criterion for this RFQ as **50%** of the total points. Evaluation will be based upon the following in order of importance: Soundness of Approach, Offeror Qualifications, Personnel Qualifications, Understanding the Problem. The final Technical scores are determined by giving the maximum number of technical points available to the proposal with the highest raw technical score. The remaining proposals are rated by applying the Technical Scoring Formula set forth at the following webpage: [http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/RFP\\_SCORING\\_FORMULA.aspx](http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/RFP_SCORING_FORMULA.aspx).
- B.  **Cost:** The Issuing Office has established the weight for the Cost criterion for this RFQ as **30%** of the total points. The cost criterion is rated by giving the proposal with the lowest total cost the maximum number of Cost points available. The remaining proposals are rated by applying the Cost Formula set forth at the following webpage: [http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/RFP\\_SCORING\\_FORMULA.aspx](http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/RFP_SCORING_FORMULA.aspx).
- C.  **Small Diverse Business Participation:** BSBO has established the weight for the Small Diverse Business (SDB) participation criterion for this RFQ as **20%** of the total points. Each

SDB participation submittal will be rated for its approach to enhancing the utilization of SDBs in accordance with the below-listed priority ranking and subject to the following requirements:

1.  A business submitting a proposal as a prime contractor must perform 60% of the total contract value to receive points for this criterion under any priority ranking.
2.  To receive credit for an SDB subcontracting commitment, the SDB subcontractor must perform at least fifty percent (50%) of the work subcontracted to it.
3.  A significant subcontracting commitment is a minimum of five percent (5%) of the total Purchase Order value.
4.  A subcontracting commitment less than five percent (5%) of the total Purchase Order value is considered nominal and will receive reduced or no additional SDB points depending on the priority ranking.

**Priority Rank 1:** Proposals submitted by SDBs as prime Contractors will receive 150 points. In addition, SDB prime Contractors that have significant subcontracting commitments to additional SDBs may receive up to an additional 50 points (200 points total available).

Subcontracting commitments to additional SDBs are evaluated based on the proposal offering the highest total percentage SDB subcontracting commitment. All other Contractors will be scored in proportion to the highest total percentage SDB subcontracting commitment within this ranking. *See formula below.*

**Priority Rank 2:** Proposals submitted by SDBs as prime contractors, with no or nominal subcontracting commitments to additional SDBs, will receive 150 points.

**Priority Rank 3:** Proposals submitted by non-small diverse businesses as prime contractors, with significant subcontracting commitments to SDBs, will receive up to 100 points. Proposals submitted with nominal subcontracting commitments to SDBs will receive points equal to the percentage level of their total SDB subcontracting commitment.

SDB subcontracting commitments are evaluated based on the proposal offering the highest total percentage SDB subcontracting commitment. All other Contractors will be scored in proportion to the highest total percentage SDB subcontracting commitment within this ranking. *See formula below.*

**Priority Rank 4:** Proposals by non-small diverse businesses as prime contractors with no SDB subcontracting commitments shall receive no points under this criterion.

To the extent that there are multiple SDB Participation submittals in Priority Rank 1 and/or Priority Rank 3 that offer significant subcontracting commitments to SDBs, the proposal offering the highest total percentage SDB subcontracting commitment shall receive the highest score (or additional points) available in that Priority Rank category and the other



proposal(s) in that category shall be scored in proportion to the highest total percentage SDB subcontracting commitment. Proportional scoring is determined by applying the following formula:

$$\frac{\text{SDB \% Being Scored}}{\text{Highest \% SDB Commitment}} \times \frac{\text{Points/Additional Points Available}^*}{\text{Awarded/Additional SDB Points}}$$

*Priority Rank 1 = 50 Additional Points Available*  
*Priority Rank 3 = 100 Total Points Available*

Please refer to the following webpage for an illustrative chart which shows SDB scoring based on a hypothetical situation in which the Commonwealth receives proposals for each Priority

Rank: [http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/RFP\\_SCORING\\_FORMULA.aspx](http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/RFP_SCORING_FORMULA.aspx).

- D. **Domestic Workforce Utilization:** Any points received for the Domestic Workforce Utilization criterion are bonus points in addition to the total points for this RFQ. The maximum amount of bonus points available for this criterion is **3%** of the total points for this RFQ.

To the extent permitted by the laws and treaties of the United States, each proposal will be scored for its commitment to use domestic workforce in the fulfillment of the project. Maximum consideration will be given to those Contractors who will perform the contracted direct labor exclusively within the geographical boundaries of the United States or within the geographical boundaries of a country that is a party to the World Trade Organization Government Procurement Agreement. Those who propose to perform a portion of the direct labor outside of the United States and not within the geographical boundaries of a party to the World Trade Organization Government Procurement Agreement will receive a correspondingly smaller score for this criterion. See the following webpage for the Domestic Workforce Utilization Formula:

[http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/RFP\\_SCORING\\_FORMULA.aspx](http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/RFP_SCORING_FORMULA.aspx).

Contractors who seek consideration for this criterion must submit in hardcopy the signed Domestic Workforce Utilization Certification Form in the same sealed envelope with the Technical Submittal. The certification will be included as a contractual obligation when the Purchase Order is executed.

**III-5. Contractor Responsibility.** To be responsible, a Contractor must submit a responsive proposal and possess the capability to fully perform the project requirements in all respects and the integrity and reliability to assure good faith performance of the project.

In order for a Contractor to be considered responsible for this RFQ and therefore eligible for selection for best and final offers or selection for contract negotiations:

- A.  The total score for the technical submittal of the Contractor's proposal must be greater than or equal to **70%** of the **available technical points**; and
- B.  The Contractor's financial information must demonstrate that the Contractor possesses the financial capability to assure good faith performance of the project. The Issuing Office will review the Contractor's previous three financial statements, any additional information received from the Contractor, and any other publicly-available financial information concerning the Contractor, and assess each Contractor's financial capacity based on calculating and analyzing various financial ratios, and comparison with industry standards and trends.

A Contractor which fails to demonstrate sufficient financial capability to assure good faith performance of the project as specified herein may be considered by the Issuing Office, in its sole discretion, for Best and Final Offers or project negotiation contingent upon such Contractor providing project performance security for the first project year cost proposed by the Contractor in a form acceptable to the Issuing Office. Based on the financial condition of the Contractor, the Issuing Office may require a certified or bank (cashier's) check, letter of credit, or a performance bond conditioned upon the faithful performance of the project by the Contractor. The required performance security must be issued or executed by a bank or surety company authorized to do business in the Commonwealth. The cost of the required performance security will be the sole responsibility of the Contractor and cannot increase the Contractor's cost proposal or the project cost to the Commonwealth.

Further, the Issuing Office will award a project only to a Contractor determined to be responsible in accordance with the most current version of Commonwealth Management Directive 215.9, Contractor Responsibility Program.

### **III-6. Final Ranking and Award.**

- A.  After any best and final offer process conducted, the Issuing Office will combine the evaluation committee's final technical scores, BSBO's final small diverse business participation scores, the final cost scores, and (when applicable) the domestic workforce utilization scores, in accordance with the relative weights assigned to these areas as set forth in this Part.
- B.  The Issuing Office will rank responsible Contractors according to the total overall score assigned to each, in descending order.
- C.  The Issuing Office must select as the Best Value Contractor the Contractor with the highest overall score; PROVIDED, HOWEVER, THAT A PURCHASE ORDER WILL NOT BE ISSUED TO A CONTRACTOR WHOSE PROPOSAL RECEIVED THE LOWEST TECHNICAL SCORE AND HAD THE LOWEST COST SCORE OF THE RESPONSIVE PROPOSALS RECEIVED FROM RESPONSIBLE CONTRACTORS. IN THE EVENT SUCH A PROPOSAL ACHIEVES THE HIGHEST OVERALL SCORE, IT SHALL BE ELIMINATED FROM CONSIDERATION AND A PURCHASE ORDER

MAY BE ISSUED TO THE CONTRACTOR WITH THE NEXT HIGHEST OVERALL SCORE.

- D.  The Issuing Office has the discretion to reject all proposals or cancel the request for quotes, at any time prior to the time a purchase order is issued, when it is in the best interests of the Commonwealth. The reasons for the rejection or cancellation shall be made part of the contract file.

## PART IV

### WORK STATEMENT

#### IV-1. Objectives.

- a.  **General.** The objective of this Project is to select a Contractor to continue and enhance the Pennsylvania Impaired Driving Highway Safety Program. The selected Contractor will be required to provide administrative support for technical assistance, training sessions, workshops, and meetings for the program.
- b.  **Specific.** The selected Contractor will develop, evaluate and implement impaired driving related training programs as directed by the PennDOT Project Manager. The selected Contractor will also ensure that a consistent policy and procedural approach is used throughout each county in Pennsylvania to communicate improved methods of monitoring DUI offenders from time of arrest to the successful completion of sentencing. In addition, the selected Contractor will serve as a liaison between PennDOT and the County DUI Programs and Coordinators.

#### IV-2. Nature and Scope of the Project.

This project will result in the successful completion of all tasks described in **Section IV-4, Tasks**. The selected Contractor must illustrate and explain their plan to complete these tasks as well as specific safety project experience.

#### IV-3. Requirements.

The Pennsylvania Department of Transportation is tasked with training and certification of Alcohol Highway Safety School Instructors and Court Reporting Network Evaluators. Requirements for the county Alcohol Highway Safety Schools and Court Reporting Network can be found as statute in 75 Pa.C.S. §§ 1549(b) and 6103, and in regulation at 67 Pa. Code § 94. Tasks required under this contract also include training workshops, issuing certificates, review of material and curriculum, county assessment of compliance, and technical support. Details for these tasks are provided in the IV-4 Tasks section below.

Personnel changes shall be initiated by the selected Contractor submitting a letter to the PennDOT Project Manager that includes pertinent personnel background (e.g., resumes, employment history, relevant experience details, etc.). The PennDOT Project Manager will respond by letter (original, facsimile or email) to approve or disapprove these changes.

#### IV-4. Tasks.

The selected Contractor shall accomplish the objectives through a number of tasks:

**Task A: Alcohol Highway Safety School (AHSS) Instructor Certification Program** - In accordance with and in support of 75 Pa.C.S. §§ 1549(b) and 6103, and 67 Pa. Code § 94, the selected Contractor will develop, conduct, administratively support, and implement various workshops in regard to certification of Alcohol Highway Safety School (AHSS) Instructors. Administrative support includes, but is not limited to, scheduling workshops, preparing and disseminating materials, registering participants, collecting and summarizing workshop

evaluations, and issuing certificates as directed by the PennDOT Project Manager. There will be a maximum of 25 students per session. A list of approved trainers (Certified Master Trainers) to be used for these workshops will be given to the selected Contractor.

Certification of the AHSS Instructors includes an initial certification workshop followed by documented implementation of material by the instructor, scoring a minimum of 85 percent or greater on standardized testing, and then attendance at a Performance Analysis Workshop within 12 months of the initial certification workshop. Recertification of AHSS Instructors is required every 2 years and is accomplished by accruing at least 12 hours of approved education credits and a performance form signed by the County DUI Coordinator.

*Deliverables:*

1.  The selected Contractor will conduct AHSS Instructor Certification Workshops regionally across Pennsylvania. This deliverable includes providing all administrative support necessary to conduct the certification workshops.
  - a.  Contractor will conduct five (5) two (2)-day AHSS Instructor Certification Workshops per contract year.
2.  The selected Contractor will conduct AHSS Performance Analysis Workshops regionally across Pennsylvania. This deliverable includes providing all administrative support necessary to conduct the performance analysis workshops.
  - a.  Contractor will conduct five (5) one (1)-day AHSS Performance Analysis Workshops per contract year.
3.  The selected Contractor will issue AHSS Instructor certifications and recertification. The PennDOT Project Manager will sign these certificates.
  - a.  Contractor will issue approximately 250 AHSS Instructor certificates per contract year.
4.  The selected Contractor will maintain an electronic file (Microsoft Access or Excel) related to all aspects of AHSS Instructor certification. The file will contain at a minimum, name, county, date of initial certification, recertification dates, name of instructor, and contact information.
  - a.  Contractor will provide the PennDOT Project Manager a copy of the database biannually (twice) per contract year.
5.  The selected Contractor will conduct Certified Master Trainer Update Workshops to keep trainers abreast of current issues relating to impaired driving offenders and AHSS. This deliverable includes providing all administrative support necessary to conduct the update workshops.
  - a.  Contractor will conduct three (3) one (1)-day Certified Master Trainer Update Workshops re AHSS per contract year.
6.  The selected Contractor will conduct AHSS Instructor Regional Workshops regionally across Pennsylvania to provide AHSS Instructor recertification candidates opportunity to obtain credit hours necessary for recertification. This deliverable includes providing all administrative support necessary to conduct the update workshops.

- a.  Contractor will conduct three (3) one (1)-day AHSS Instructor Regional Workshops per contract year.
- 7.  The selected Contractor and Certified Master Trainers will assist in the implementation of the name change from “Alcohol Highway Safety School” to “Impaired Driving School” or similar name in support and coordination with the PennDOT Project Manager.
  - a.  Contractor will provide one (1) effort of assistance in the name change of “Alcohol Highway Safety School” by updating documents to reflect the name change during the first contract year.
- 8.  The selected Contractor will submit a schedule with the timeline hours and delivery dates for deliverables of this Task to the PennDOT Project Manager for review and approval.
  - a.  Contractor will provide the PennDOT Project Manager one (1) copy of the schedule of Deliverables under the Task quarterly per contract year.

**Task B: Court Reporting Network (CRN) Evaluator Certification Program** - In accordance with and in support of 75 Pa.C.S. § 3816(a), the selected Contractor will develop, conduct, administratively support, and implement various workshops in regard to certification of Court Reporting Network (CRN) Evaluators. Administrative support includes, but is not limited to, scheduling workshops, preparing materials and disseminating, registering participants, collecting and summarizing workshop evaluations, and issuing certificates as directed by the PennDOT Project Manager. There will be a maximum of 25 students per session. A list of approved trainers (Certified Master Trainers) to be used for these workshops will be given to the selected Contractor.

Certification of the CRN Evaluators includes an initial certification workshop followed by documented implementation of at least five evaluations, attendance at a Performance Analysis Workshop and scoring a minimum of 80 percent or greater on standardized testing, and then attendance at a Performance Analysis Workshop within 6 months of the initial certification workshop. Recertification of CRN Evaluators is required every 2 years and is accomplished by accruing at least 12 hours of approved education credits and a performance form signed by the County DUI Coordinator.

*Deliverables:*

- 1.  The selected Contractor will conduct CRN Evaluator Certification Workshops regionally across Pennsylvania. This deliverable includes providing all administrative support necessary to conduct the certification workshops.
  - a.  Contractor will conduct five (5) two (2)-day CRN Evaluator Certification Workshops per contract year.
- 2.  The selected Contractor will conduct CRN Performance Analysis Workshops regionally across Pennsylvania. This deliverable includes providing all administrative support necessary to conduct the performance analysis workshops.
  - a.  Contractor will conduct five (5) one (1)-day CRN Performance Analysis Workshops per contract year.

3.  The selected Contractor will issue CRN Evaluator certifications and recertification. The PennDOT Project Manager will sign these certificates.
  - a.  Contractor will issue approximately 250 CRN Evaluator certificates per contract year.
4.  The selected Contractor will maintain an electronic file (Microsoft Access or Excel) related to all aspects of CRN Evaluator certification. The file will contain at a minimum, name, county, date of initial certification, recertification dates, name of instructor, and contact information.
  - a.  Contractor will provide the PennDOT Project Manager a copy of the database biannually (twice) per contract year.
5.  The selected Contractor will conduct Certified Master Trainer Update Workshops to keep trainers abreast of current issues relating to impaired driving offenders and the CRN. This deliverable includes providing all administrative support necessary to conduct the update workshops.
  - a.  Contractor will conduct three (3) one (1)-day Certified Master Trainer Update Workshops re the CRN per contract year.
6.  The selected Contractor will conduct CRN Evaluator Regional Workshops regionally across Pennsylvania to provide CRN Evaluator recertification candidates opportunity to obtain credit hours necessary for recertification. This deliverable includes providing all administrative support necessary to conduct the update workshops.
  - a.  Contractor will conduct three (3) one (1)-day CRN Evaluator Regional Workshops per contract year.
7.  The selected Contractor will conduct training workshops on the updated CRN System. Every certified CRN Evaluator will need to attend this training as part of initial certification or recertification. These trainings will be conducted regionally across Pennsylvania.
  - a.  Contractor will conduct twenty (20) one (1)-day Updated CRN System Regional Workshops during the first contract year.
8.  The selected contractor will assist the PennDOT Project Manager in the promulgation of regulations for the Court Reporting Network (CRN) under Title 67 of the Pennsylvania Code. The selected contractor will draft initial proposed regulations for review by the PennDOT Project Manager and will also provide technical support during the promulgation process.
  - a.  Contractor will provide one (1) initial draft of proposed regulations for the Court Reporting Network and subsequent required drafts as well as provide support during the promulgation process during the first contract year.
9.  The selected Contractor and Certified Master Trainers will review all manuals and other components of the CRN System for purposes of identifying areas in need of updated information to include recommended changes and provide a report to the PennDOT Project Manager. Upon approval of recommended changes in the report, the selected Contractor will make the changes to the CRN material outside of the online CRN System maintained by PennDOT.
  - a.  Contractor will provide one (1) report on needed updates to manuals and other components of the CRN System per contract year.

10. The selected Contractor will maintain an electronic error log to capture deficiencies of the online CRN System maintained by PennDOT. This includes, evaluation processing deficiencies particularly as they relate to the administration of the CRN system, quality control issues, evaluation techniques, and trouble calls from the CRN field. These findings will be reported to PennDOT.
  - a. Contractor will provide the PennDOT Project Manager one (1) report on the errors of CRN System quarterly per contract year.
11. The selected Contractor will submit a schedule with the timeline hours and delivery dates for deliverables of this Task to the PennDOT Project Manager for review and approval.
  - a. Contractor will provide the PennDOT Project Manager one (1) copy of the schedule of Deliverables under the Task quarterly per contract year.

**Task C: County DUI Program and Coordinator Support** – In accordance with and in support of 67 Pa. Code § 94, the selected Contractor will assess County DUI Programs for adherence to the regulations, particularly the Alcohol Highway Safety Schools. This will also include assessment of the AHSS Instructors and CRN Evaluators. Findings from the county assessments will be used to develop course topics for the workshops of this Task. A list of approved trainers (Certified Master Trainers) to be used for these workshops will be given to the selected Contractor.

Topics for the two (2)-day DUI Coordinator Conference under this Task will be developed by the selected Contractor in conjunction with the PennDOT Project Manager based upon input received from previous interactions and training with coordinators. Topical workshops can be directed at a broader audience to include all partners and stakeholders in the County DUI Programs.

*Deliverables:*

1. The selected Contractor will conduct one (1) County DUI Program assessment per month of the delivery system for Alcohol Highway Safety School (AHSS) and the Court Reporting Network (CRN). This deliverable also includes evaluation of AHSS instruction and CRN evaluation in cooperation with the County DUI Coordinator of the county being assessed. Findings will be presented to both the County DUI Coordinator and the PennDOT Project Manager.
  - a. Contractor will conduct one (1) County DUI Program assessment per month and provide a report to the PennDOT Project Manager and County DUI Coordinator not to exceed 12 per contract year.
2. The selected Contractor will develop and distribute a training guide of deliverables under this Task which will describe each workshop, its length, target audiences and other relevant information enabling DUI program personnel to select appropriate courses for their particular level of experience and or needs at the direction of the PennDOT Project Manager.
  - a. Contractor will develop and distribute a biannual (twice a year) training calendar of workshops under this Task twice per contract year.
3. The selected Contractor will provide technical support to County DUI Coordinators, AHSS Instructors, and CRN Evaluators as it specifically relates to Tasks of this contract. This activity will take the form of topical workshops, one-half, one-day workshops, and individual county



technical assistance when requested. A list of approved trainers (Certified Master Trainers) to be used for these workshops and a listing of previous workshop topics will be given to the selected Contractor

- a.  Contractor will conduct sixty (60) half-day (1/2)-day topical workshops per contract year.
  - b.  Contractor will conduct sixty (60) one (1)-day topical workshops per contract year.
4.  The selected Contractor will conduct and provide administrative support for an annual two (2)-day DUI Coordinator Conference to present topics relevant to current issues relevant to county impaired driving programs. The conference will be held centrally in the State (State College, Pennsylvania). Possible agenda items for this conference will be gathered from partners and stakeholders such as PennDOT, Dept of Health, Dept of Drug and Alcohol Programs, County DUI Coordinators, etc. Agendas must be approved by the PennDOT Project Manager.
- a.  Contractor will conduct one (1) two (2)-day County DUI Coordinator Conference in State College, PA once per contract year.
5.  The selected Contractor will compile, produce, and disseminate a print directory of County DUI Programs in the Pennsylvania. The directory will contain information by county at a minimum of, program address, phone/fax numbers, online address, Coordinator contact information, DUI services offered, and current fees for programs. The directory will be provided to the PennDOT Project Manager for approval prior to printing and dissemination.
- a.  Contractor will produce and disseminate one (1) directory of County DUI Programs per contract year.
6.  The selected Contractor will submit a schedule with the timeline hours and delivery dates for deliverables of this Task to the PennDOT Project Manager for review and approval.
- a.  Contractor will provide the PennDOT Project Manager one (1) copy of the schedule of Deliverables under the Task quarterly per contract year.

#### **IV-5. Reports and Project Control.**

- a.  **Task Plan.** A work plan for each task that identifies the work elements of each task, the resources assigned to the task, and the time allotted to each element and the deliverable items to be produced. Where appropriate, a graph or chart should be used to show project, task, and time relationship.
- b.  **Status Report.** A quarterly progress report covering activities, problems and recommendations. Brief written summaries and course evaluations should be submitted to the PennDOT Project Manager within fourteen (14) days after each training, workshop or meeting.
- c.  **Problem Identification Report.** An “as required” report, identifying problem areas. The report should describe the problem and its impact on the overall project and on each affected task. It should list possible courses of action with advantages

and disadvantages of each, and include Contractor recommendations with supporting rationale.

d.  **Final Report.**

i)  Summarize the results of the deliverables for this project, including problems encountered and their solutions.

ii)  Include all material prepared during the project (e.g. tests, presentations, course material, etc.)

iii)  Include knowledge transfer to succeeding selected Contractor.

**IV-6. Contract Requirements—Small Diverse Business Participation.**

All contracts containing Small Diverse Business participation must also include a provision requiring the selected contractor to meet and maintain those commitments made to Small Diverse Businesses at the time of proposal submittal or contract negotiation, unless a change in the commitment is approved by the BSBO. All contracts containing Small Diverse Business participation must include a provision requiring Small Diverse Business subcontractors to perform at least **50%** of the subcontract.

The selected contractor's commitments to Small Diverse Businesses made at the time of proposal submittal or contract negotiation shall, to the extent so provided in the commitment, be maintained throughout the term of the contract and through any renewal or extension of the contract. Any proposed change must be submitted to BSBO, which will make a recommendation to the Contracting Officer regarding a course of action.

If a contract is assigned to another contractor, the new contractor must maintain the Small Diverse Business participation of the original contract.

The selected contractor shall complete the Prime Contractor's Quarterly Utilization Report (or similar type document containing the same information) and submit it to the contracting officer of the Issuing Office and BSBO within **10** workdays at the end of each quarter the contract is in force. This information will be used to determine the actual dollar amount paid to Small Diverse Business subcontractors and suppliers. Also, this information will serve as a record of fulfillment of the commitment the selected contractor made and for which it received Small Diverse Business participation points. If there was no activity during the quarter then the form must be completed by stating "No activity in this quarter."

**NOTE: EQUAL EMPLOYMENT OPPORTUNITY AND CONTRACT COMPLIANCE STATEMENTS REFERRING TO COMPANY EQUAL EMPLOYMENT OPPORTUNITY POLICIES OR PAST CONTRACT COMPLIANCE PRACTICES DO NOT CONSTITUTE PROOF OF SMALL DIVERSE BUSINESSES STATUS OR ENTITLE A CONTRACTOR TO RECEIVE CREDIT FOR SMALL DIVERSE BUSINESSES UTILIZATION.**

# TEAM DUI<sup>TM</sup>

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## PENNSYLVANIA DUI ASSOCIATION

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Addendum to RFQ #6100037833  
Technical Support for the Pennsylvania  
Impaired Driving Highway Safety Program

February 16, 2017

Submitted by:  
C. Stephen Erni, Executive Director  
Pennsylvania DUI Association  
2413 N. Front Street  
Harrisburg, PA 17110  
717/238-4354 – 717/238-6211 (fax)  
Federal ID # 23-2373340  
SAP Vendor # - 127361

## Addendum #1

### Negotiated Cost Submittal

### Appendix C - Cost Submittal --- Task Cost Worksheet

Instructions: All quantities are estimated. Offerors are only to fill-in information in the white cells labeled "Cost Per Task". All highlighted cells will update and calculate automatically. The "Total Cost" column must reflect the total cost of each Task to be completed in accordance with the specification of this RFQ.

Tasks	Year 1				Year 2			
	Item	Cost Per Item	Number of Classes / Items	Total Cost	Item	Cost Per Item	Number of Classes / Items	Total Cost
Task A1	2-day AHSS Instructor Certification Workshops	\$ 4,700.57	5	\$ 23,502.85	2-day AHSS Instructor Certification Workshops	\$ 4,748.68	5	\$ 23,743.40
Task A2	1-day Performance Analysis Workshops	\$ 2,650.57	5	\$ 13,252.85	1-day Performance Analysis Workshops	\$ 2,698.68	5	\$ 13,493.40
Task A3	Issue AHSS Instructor Certificates	\$ 43.56	250	\$ 10,890.00	Issue AHSS Instructor Certificates	\$ 44.80	250	\$ 11,200.00
Task A4	Electronic file - AHSS Instructor Certifications	\$ 2,154.10	2	\$ 4,308.20	Electronic file - AHSS Instructor Certifications	\$ 2,215.82	2	\$ 4,431.64
Task A5	1-day Certified Master Trainer Update Workshops (AHSS)	\$ 6,512.29	3	\$ 19,536.87	1-day Certified Master Trainer Update Workshops (AHSS)	\$ 6,610.36	3	\$ 19,831.08
Task A6	1-day AHSS Instructor Regional Workshops	\$ 1,380.05	3	\$ 4,140.15	1-day AHSS Instructor Regional Workshops	\$ 1,421.52	3	\$ 4,264.56
Task A7	Updates for AHSS Materials Report/Name Change	\$ 28,126.00	1	\$ 28,126.00	Updates for AHSS Materials Report/Name Change		0	
Task A8	Quarterly Schedule of Deliverables	\$ 1,024.56	4	\$ 4,098.24	Quarterly Schedule of Deliverables	\$ 1,055.36	4	
Task B1	2-day CRN Evaluator Certification Workshops	\$ 5,032.02	5	\$ 25,160.10	2-day CRN Evaluator Certification Workshops	\$ 5,089.33	5	\$ 25,446.65
Task B2	1-day CRN Evaluator Performance Analysis Workshops	\$ 2,650.57	5	\$ 13,252.85	1-day CRN Evaluator Performance Analysis Workshops	\$ 2,698.68	5	\$ 13,493.40
Task B3	Issue CRN Evaluator Certificates	\$ 43.56	250	\$ 10,890.00	Issue CRN Evaluator Certificates	\$ 44.80	250	\$ 11,200.00
Task B4	Electronic file - CRN Evaluator Certifications	\$ -	2	\$ -	Electronic file - CRN Evaluator Certifications	\$ -	2	\$ -
Task B5	1-day Certified Master Trainer Update Workshops (CRN)	\$ -	3	\$ -	1-day Certified Master Trainer Update Workshops (CRN)	\$ -	3	\$ -
Task B6	1-day CRN Evaluator Regional Workshops	\$ -	3	\$ -	1-day CRN Evaluator Regional Workshops	\$ -	3	\$ -
Task B7	Training on new CRN System	\$ 3,376.83	20	\$ 67,536.60	Training on new CRN System		0	
Task B8	Promulgation of Regulations for CRN	\$ 7,410.07	1	\$ 7,410.07	Promulgation of Regulations for CRN		0	
Task B9	Updates for CRN System Report	\$ 7,705.97	1	\$ 7,705.97	Updates for CRN System Report	\$ 7,820.43	1	\$ 7,820.43
Task B10	CRN System Error Log Report	\$ 3,009.82	4	\$ 12,039.28	CRN System Error Log Report	\$ 3,100.28	4	\$ 12,401.12
Task B11	Quarterly Schedule of Deliverables	\$ -	4	\$ -	Quarterly Schedule of Deliverables	\$ -	4	\$ -
Task C1	County DUI Program Assessments	\$ 2,500.90	12	\$ 30,010.80	County DUI Program Assessments	\$ 2,551.77	12	\$ 30,621.24
Task C2	Workshop Training Calendars	\$ 6,833.69	2	\$ 13,667.38	Workshop Training Calendars	\$ 7,034.86	2	\$ 14,069.72
Task C3a	1/2-day County DUI Program Topical Workshops	\$ 1,550.14	40	\$ 62,005.60	1/2-day County DUI Program Topical Workshops	\$ 1,578.24	40	\$ 63,129.60
Task C3b	1-day County DUI Program Topical Workshops	\$ 1,875.14	40	\$ 75,005.60	1-day County DUI Program Topical Workshops	\$ 1,903.24	40	\$ 76,129.60
Task C4	2-day County DUI Coordinator Conferences	\$ 15,314.00	1	\$ 15,314.00	2-day County DUI Coordinator Conferences	\$ 15,573.40	1	\$ 15,573.40
Task C5	County DUI Programs Directory	\$ 10,730.23	1	\$ 10,730.23	County DUI Programs Directory	\$ 10,909.08	1	\$ 10,909.08
Task C6	Quarterly Schedule of Deliverables	\$ -	4	\$ -	Quarterly Schedule of Deliverables	\$ -	4	\$ -
	<b>Yearly Totals</b>		<b>671</b>	<b>\$ 458,583.64</b>		<b>Yearly Totals</b>	<b>649</b>	<b>\$ 357,758.32</b>

**Total Cost (2) years**      \$      **816,341.96**

<b>Offeror Name:</b>	PA DUI Association
<b>Completed by:</b>	Wendy Whitehaus Cole
<b>Date:</b>	16-Feb-17

C. Stephen Lewis, E.D.

## Addendum #2

### Negotiated Technical Submittal

## WORK PLAN

**Task A: Pennsylvania Alcohol Highway Safety School (AHSS) Instructor Certification Program**

- 1. Conduct AHSS Instructor Regional Workshops regionally across the Commonwealth to provide AHSS Instructor Recertification candidates the opportunity to obtain credit hours necessary for recertification. This will include all administrative support necessary to conduct the update workshops.**

- a. Conduct three (3) one (1)-day AHSS Instructor Regional Workshops per contract year.**

~~These conferences will be held three per year at a yet to be determined site. The Association will be responsible for all costs associated with the presenters, facilities, and instructional equipment/materials.~~

These conferences will be held in conjunction with ILEE, with them providing the trainers and making the site arrangements.

- 8. Submit a written schedule with the timeline hours and delivery dates.**

- a. Contractor will provide the PennDOT Project Manager one (1) copy of the schedule of Deliverables under the Task quarterly per contract year**

The staff hours and performance time frame can be found at the end of this section.

The PA DUI Association will submit a report quarterly showing the deliverables completed for each Task.

### **PRODUCTS:**

- ~~12. A listing of ongoing activities in monthly reports and a summary and evaluation of activities in the quarterly and final reports.~~

**Task B: Court Reporting Network (CRN) Evaluator Certification Program**

**11. Submit a written schedule with the timeline hours and delivery dates.**

**a. Contractor will provide the PennDOT Project Manager one (1) copy of the schedule of Deliverables under the Task quarterly per contract year**

The staff hours and performance time frame can be found at the end of this section.

The PA DUI Association will submit a report quarterly showing the deliverables completed for each Task.

**PRODUCTS:**

12. ~~A listing of ongoing activities in the monthly reports and a~~ summary and evaluation of activities in the quarterly and final reports.



**Task C: County DUI Program Management and Coordinator Support**

- 1. Conduct one (1) County DUI Program assessment per month of the delivery system for county Alcohol Highway Safety School (AHSS) and Court Reporting Network (CRN). This assessment will include evaluation of AHSS instruction and CRN evaluation in cooperation with the County DUI Coordinator of the county being assessed. Findings will be presented to both the County DUI Coordinator and PennDOT Project Manager.**
- b. Site visits to new County DUI Coordinators to offer support and guidance not to exceed a total of 6 visits per contract year**

While site visits to newly appointed DUI Coordinators is not in this contract request, the PA DUI Association highly recommends adding this to the contract. It is vitally important to get new Coordinators on the right track as soon as possible. Often newly appointed Coordinators do not have anyone to “teach” them the job as the previous Coordinator is no longer employed at the agency. For years there was very little turn over in the job of DUI Coordinator, but within the past 18 to 24 months there have been 10 new DUI Coordinators appointed in the Commonwealth. These visits would cover requirements for CRN Evaluators and DUI Instructors, components of Title 67, Best Practices and suggestions, as well as answering any and all questions the new Coordinator may have.

- 3. Provide technical support to County DUI Coordinators, AHSS Instructors and CRN Evaluators project coordinators, and other DUI-related organizations as it specifically relates to this contract. This activity will take the form of topical workshops, half and whole day workshops, and individual county technical assistance when requested.**
  - a. Conduct ~~sixty (60)~~ forty (40) one-half (1/2)-day (3 credits hours per half day) topical workshops will be held per contract year.**
  - b. Conduct ~~sixty (60)~~ forty (40) one (1) day (6 credits hours per day) topical workshops will be held per contract year.**

NOTE: Based on the number of workshops conducted over the past 3 ½ years of this contract, sixty one day and sixty ½ day miscellaneous workshops is extremely ambitious. The Association has conducted an average of 22 full day and 18 half day workshops per calendar year over the past 40 months.

**6-5. Compile, produce and disseminate a print directory of County DUI Programs in the Commonwealth per contract year. The directory will contain information by County to include a minimum of program address, phone/fax numbers, online address, coordinator contact information, DUI services offered, and current fees for programs. The directory will be submitted to the PennDOT Project Manager for approval prior to printing and disseminating.**

**6. Submit a written schedule with the timeline hours and delivery dates.**

**a. Contractor will provide the PennDOT Project Manager one (1) copy of the schedule of Deliverables under the Task quarterly per contract year**

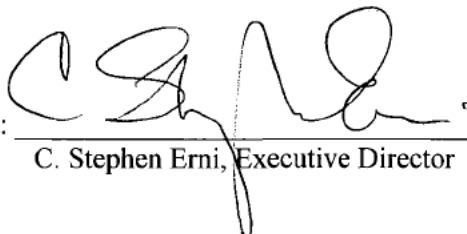
The staff hours and performance time frame can be found at the end of this section.

The PA DUI Association will submit a report quarterly showing the deliverables completed for each Task.

### **PRODUCTS**

6. ~~A listing of ongoing activities in the monthly reports and a~~ summary and evaluation of activities in the quarterly and final reports.

Submitted by:

  
C. Stephen Erni, Executive Director

Date:

2/16/17

### Appendix C - Cost Submittal --- Task Cost Worksheet

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	<b>Yearly Totals</b>		<b>671</b>	<b>\$ 458,583.64</b>			<b>649</b>	<b>\$ 361,979.76</b>

**Total Cost (2) years**      \$      820,563.40

Offeror Name:	PA DUI Association
Completed by:	Wendy Whitehaus Cole
Date:	16-Feb-17

