

**I. SCOPE OF WORK:**

The Commonwealth of Pennsylvania, Department of Corrections (DOC), has a need to procure Certified Peer Specialist (CPS) services from an agency licensed by the Office of Mental Health and Substance Abuse Services (OMHSAS.). The Selected Bidder must provide one (1) fulltime CPS for each of the identified Community Corrections Centers (CCCs). The CPS will be utilized to provide peer support and crisis intervention support to reentrants living in CCCs. There is an average of 72 individuals at each of our state sites, about 30% with a mental health (MH) diagnosis. While Certified Peer Support falls within the MH system, it is not considered MH treatment, or clinical services.

The locations include Pittsburgh CCC in Allegheny County (535 South Aiken Avenue, Pittsburgh, PA 15232) which houses up 42 female reentrants and Scranton CCC in Lackawanna County (240 Adams Avenue, Scranton, PA 18503) which houses up 42 male reentrants.

Community Corrections Centers are geared toward assisting reentrants to prepare themselves to live in the community. The CCC provides an atmosphere supportive of an individual's best efforts to return to a positive lifestyle. The CCC program is designed to assist with the responsibilities of living in a community setting, while working on reentry goals to become reintegrated back in to society. All reentrants are expected to secure employment, apply for disability, or peruse educational / vocational training. While residing at the CCC, individuals are responsible for the purchasing and preparation of food, payment of court costs, fines and restitution, maintaining personal hygiene, attending mandated treatment, and maintaining the cleanliness of the Center. In addition, a strict set of rules and regulations are in place which reentrants are required to adhere to at all times.

This is a multiple award contract by location (CCC). The DOC reserves the right to award a contract per CCC. Bidders may bid on one or multiple CCC locations. The

DOC reserves the right to increase or decrease the number of CPS required based on need. The DOC reserves the right to issue supplemental bids periodically to add additional CCC locations as determined by the Issuing Officer and the DOC. New potential Bidders may seek to be added to the list of contracted suppliers by submitting a bid during that time. Existing contract suppliers may seek to add additional locations to their contract by submitting a bid during that time.

## **II. ISSUING OFFICER**

Questions regarding the bid should be directed towards Amanda Wasko at amawasko@pa.gov.

## **III. CONTRACT REQUIREMENTS**

Bidder will provide one (1) CPS to work fulltime in a CCC location for 37.5 hours per week. The CPS will work Monday through Friday from 8am to 4pm. The CPS will receive a 30-minute unpaid lunch. The CPS will not work on official state holidays (New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day/Indigenous People's Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day). The CPS may occasionally be required to work overtime or on weekends as needed. Overtime and weekend work must have prior approval by the DOC and will be paid at 1.5x the regular rate.

Telework will not be offered. All services must be provided on site. CPS services will continue until September 30, 2026 but may be renewed for additional terms, based on the availability of funding, for a length of time not to exceed 5 years. Pricing may be negotiated at the time of renewal upon mutual agreement of the Department of Corrections and the Bidder.

ID badges will be provided by the Commonwealth. CPSs working at Commonwealth locations may work with both Federal and State employees and must be identifiable at all times as a contractor by wearing a Commonwealth provided identification badge. The CPS must follow [Management Directive 625.10](#). The Department will provide a work space, computer, phone, internet, email and basic office supplies. Upon prior approval, the Department may cover public transportation costs for escorting reentrants to appointments.

All charges, including wages, benefits paid to supplier employees, costs of equipment, costs for supervision, overhead, insurance etc. shall be included in the bid hourly bill rate. The supplier may not charge a higher price than that provided in the bid.

The Commonwealth will not reimburse the selected Bidder for travel, meals, lodging or other expenses except when the Commonwealth requires a CPS to travel outside of his or her assigned location (i.e. assigned work location). Travel expenses will be reimbursed in accordance with the [Commonwealth Travel Policy](#). The selected Bidder will be reimbursed for the travel of a CPS if all of the following criteria is met:

1. The Commonwealth requires the CPS to travel outside of his or her assigned work location;
2. The travel is pre-approved by the agency supervisor;
3. A travel line item is reflected on the purchase order;
4. All necessary proof of travel (refer to Management Directive 230.10 above) must be submitted to the Agency supervisor in a timely manner. Requests for reimbursement beyond 60 days of the original travel date will not be reimbursed.

The selected Bidder will be reimbursed for all CPS hours worked during an engagement and will be paid in accordance with the Cost Submittal. CPS hours worked must not exceed the hours on the PO without prior agency approval and a CPS cannot work beyond the expiration date of a purchase order. The DOC will not pay for CPS hours that exceed the PO limit without an approved change to the PO nor will the agency pay for a CPS who continues to work after a purchase order has expired, unless a new approved purchase order is in place. The selected Bidder shall track the available hours and usage and prohibit billing beyond the allotted hours/expiration date on a PO.

The selected Bidder, at a minimum, must:

- A. Provide a CPS to work in one or more of the identified CCCs. The CPS must meet the DOC's requirements (Section V) and satisfactorily adhere to the work outlined in the position description (Appendix A).
  - a. The selected Bidder may propose the use of a CPS that is a former employee of the Commonwealth but must disclose this information to the DOC. The selected Bidder may not propose the use of a former Commonwealth employee as a CPS within one (1) year of their separation from the Commonwealth. Any former Commonwealth employee must be in compliance with all applicable laws and policy, including the [Pennsylvania Public Official and Employee Ethics Act](#).
- B. Provide qualified CPSs for the CPS job title identified in Appendix A and the Cost Submittal. Bidder must track CPS certification and notify the DOC if a CPS certification lapses, or will lapse, during the contract term. The DOC may pay for re-certification costs with prior approval.
  - a. Credential all potential candidates before presenting the candidates to the DOC for an interview on an as needed basis. For additional information on the credentialing process, refer to Section IV.
  - b. Propose CPSs that are able to work for the entire duration of the contract unless the Commonwealth provides prior written approval.
  - c. Bidder must ensure all background checks and approvals are in place per [DOC policy](#).
- C. Manage all candidate-related human resource issues. The selected Bidder must have a plan in place to address nonperformance/personnel issues with a CPS. The DOC reserves the right to require the immediate termination of a CPS. The CPS must be in good standing and must be immediately removed from the site if a certification lapses or if they lose their certification. The DOC must be notified within 24 hours and new CPS candidates must be provided to the DOC.

The selected Bidder must maintain all licenses and approvals required; and comply with all laws, regulations, policies and procedures applicable to the services provided through the term of the contract. In the event a license has been revoked or identified as provisional, the supplier must inform the DOC Program Manager and provide a Corrective Action Plan to address the identified deficiencies. Referrals may be suspended/withdrawn during the revoked or provisional timeframe.

- D. The selected Bidder and deployed CPSs must abide by all applicable Commonwealth and DOC laws, [policies](#) and [procedures](#). The selected Bidder must abide by the Commonwealth [IT policies](#).
  - a. Bidder shall ensure compliance with all required security procedures at each worksite for signing in and out, obtaining and displaying contractor badges or other necessary identification or other requirements as deemed necessary. Particularly sensitive areas may require Commonwealth staff to accompany the CPS. These procedures may vary from location to location and must be followed.
  - b. Any correspondence that is sent by the CPS while working for the Commonwealth must include the following statement: “I am not a government employee and have no legal authority to obligate any Federal or State government in any way.”
- E. The selected Bidder will conduct onboarding training to the CPS. Training shall include, but not be limited to: how to use the contract and specialized DOC training, if applicable. Bidder must ensure all required trainings are completed by the CPS within the required timeframe. Any DOC required trainings that involve travel will be provided by DOC. Travel expenses incurred are reimbursable per [Management Directive 230.10 Travel Policy](#).
- F. Manage and mentor the CPS.
- G. Manage all relationships and payments to the CPS(s) for any services rendered. No payments will be made by the Commonwealth directly to any CPS(s) nor will the Commonwealth deal directly with any CPS(s).

- H. The selected Bidder must provide any reports requested by the Commonwealth at no additional cost.
- I. The selected Bidder must report any arrest of a person providing services under any contract resulting from this solicitation. Any arrest must be reported within one (1) hour of Bidder notification. The selected Bidder(s) must promulgate and enforce, by discharge if necessary, a policy requiring persons providing services under any contract issued pursuant to this solicitation to report arrests.
- J. The selected Bidder shall notify the DOC upon the discovery that a friend, family member or someone with whom a personal relationship exists is being supervised under the authority of the DOC. Permission to visit and/or correspond with such persons is at the discretion of the DOC.
- K. The selected Bidder and CPS shall report every reentrant abuse allegation in accordance with DOC [policy](#) and procedures. This includes any incident of abuse or allegation of sexual contact between reentrants or persons providing services to reentrants as specified through the Prison Rape Elimination Act (PREA). Additional information on PREA can be obtained at <https://www.preaCPScenter.org>.

#### **IV. Credentialing**

The selected Bidder shall be responsible for all recruitment of the required CPS positions as needed by DOC.

- A. Upon request for a position to be filled (within two (2) business days) awarded Bidder shall review the request, acknowledge receipt of request, and advise if additional information is required or if the request is complete.
- B. The awarded supplier shall submit a minimum of three (3) resumes per opening per job description within seven (7) business days to DOC.
- C. Once resumes are received and accepted by DOC, interviews will be conducted by supervising staff.

- D. DOC shall have up to five (5) days from final interview to provide feedback and / or accept a candidate.
- E. Upon notification from DOC, awarded Bidder shall submit the background check for the potential candidate within five (5) calendar days.

**V. Certified Peer Specialist (CPS) Requirements**

No reentrants under active supervision may work at the contracted site or supervise other reentrants. Any reentrant interested in providing services under these contracts must have successfully completed at least two (2) years of parole supervision and must have secured the written approval of their supervising parole agent and District Director.

The selected Bidder must ensure the CPSs meet the minimum CPS requirements (Appendix A), which include, but are not limited to:

- Proficiency in reading and writing.
- Ability to follow policies and procedures of the CCC.
- Lived experience with a mental illness.
- Lived experience as an incarcerated individual and as a successful reentrant in the local community.
- Knowledge of mental health peer support services.
- Ability to subscribe to ethical standards of confidentiality.
- Ability to be a team player.
- Demonstrates ability to arrive at work in a timely fashion.
- Knowledge of the recovery process and how it applies to individuals with serious mental illness.
- Ability to follow written and oral instructions.
- Ability to maintain effective working relationships.
- Ability to communicate effectively orally.
- Ability to communicate effectively in writing.

The CPS must have received training from an authorized training vendor which include the Copeland Center, The Institute for Recovery, and RI Consulting. CPSs must have possession of an active Certified Peer Specialist certification from the [Pennsylvania Certification Board \(PCB\)](#). The DOC may pay for re-certification costs with prior approval.

CPSs must satisfactorily adhere to the work outlined in the position description (Appendix A).

## **VI. Security**

- A. The selected Bidder will be responsible for ensuring that all personnel, equipment, tools, keys and supplies and materials comply with any and all rules, regulations, and procedures of the DOC, and each building and facility. The DOC will make available and explain its individual building or facility rules, regulations and procedures governing the entry and conduct of staff working inside the building/facility at the point of entry, including, but not limited to the following:
  - a. All personnel entering a Commonwealth building or facility will be subject to a search of their person and personal items. Such searches may be frisk searches, searches by metal detectors or searches by narcotics detection canines.
  - b. All equipment, tools, supplies and materials will be subject to search or inventory at any time. Tools and materials must be carefully controlled at all times and locked when not in use.
  - c. No person who appears to be under the influence of drugs or alcohol or who is otherwise impaired will be allowed entry into a Commonwealth building or facility.
  - d. The DOC reserves the right to deny entrance to anyone who is suspected of a breach of security or for failure to follow published rules, regulations or procedures.
  - e. All personnel must be in possession of a valid identification with a recent, clear photo in order to enter a Commonwealth building or facility.



- f. All personnel who work inside a security perimeter must submit to a background investigation conducted by the DOC. The selected Bidder must submit the name, social security number, driver's license number, and date of birth for each and every individual to be deployed to a secure facility. The background investigations will be processed at no cost to the selected Bidder.
- B. All CPSs providing services pursuant to any contract arising from this solicitation shall be issued and must sign for a copy of the [DOC Code of Ethics](#) prior to providing services and must comply with their provisions. Any alleged violation of either Code shall be reported to a designated contact person within one (1) hour of discovery. The Bidder(s) shall then be provided direction regarding the course of action which may include investigation by the Bidder(s), DOC or outside law enforcement.
  - a. When the DOC investigates, the Bidder will be notified of the findings and recommendations within thirty (30) working days of initial discovery. When the Bidder conducts the investigation, they must provide the DOC with a copy of the investigation and course of action within thirty (30) working days of initial discovery. Depending on the seriousness of the charges, the DOC may prohibit the CPS from providing services at any sites contracted with the DOC. All Bidder(s)' employees shall fully cooperate with any investigation conducted by the DOC or outside law enforcement agency.
  - b. The selected Bidder and any persons providing services pursuant to any contract arising from this solicitation must cooperate in a background investigation by completing a security clearance application and answering any questions posed by the investigator. The DOC may deny an individual access to any contracted facility and/or any reentrant information during the course of the investigation or due to violation of policy.

The Commonwealth, by and through the facility, reserves the right to immediately ban, either temporarily or permanently, any of the selected Bidder's employees, agents or independent contractors and CPS from any and all facilities for any reason of security or for the good operational order of the facility. The selected Bidder and CPS will be notified in writing of such denial.

## **VII. ADDITIONAL REQUIREMENTS**

The Bidder must have three-years' experience providing CPS services. Bidder must submit verification of the experience with their bid. The DOC reserves the right to request references at the time of contract award.

The Bidder must be licensed by the Office of Mental Health and Substance Abuse Services (OMHSAS.) The Bidder must submit a copy of the license with their bid.

Bidders must submit a breakdown of the hourly breakdown with their bid showing the total that will be paid to the CPS.

Bidders must comply with [Executive Order 2021-06](#) and upload a signed Worker Protection and Investment Certification form as part of their bid.

## **VIII. PERSONNEL**

The awarded Bidder will be required to provide personnel assigned to manage the CPS services. Personnel shall include a Project Manager and a Certified Peer Specialist Supervisor. The Project Manager and CPS Supervisor may be the same person. A copy of the CPS Supervisor's resume must be included with bid submission.

## **IX. BID AWARD**

It shall be understood and agreed that any quantities listed in the solicitation are estimated only and may be increased or decreased in accordance with the actual requirements of the Department of Corrections.

## **X. BID RESULTS**

Bids will be opened on the date and time specified in the invitation for bid. Bid tabulations will be posted on the Department of General Services' [eMarketplace](#) website. Tabulations are for information only and do NOT constitute actual award/execution of a contract. The results of the apparent bidders and all bids are under review until final award of the purchase order.

## **XI. INVOICING**

Contractors must follow the following invoicing requirements:

- Accurately bill the Commonwealth for actual services rendered on all invoices.
- Submit a copy of the invoices weekly along with timesheets to the Center Director for approval
- Comply with Commonwealth / Department of Correction's practices for supplier payments.

The awarded supplier should submit all invoices, as outlined by the Pennsylvania Office of the Budget, as a PDF file to 69180@pa.gov. Bidders must follow all [invoicing requirements](#) per the Office of the Budget.